

FontWorks User's Guide

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CHAPTER 1

Getting Started

Welcome to the FontWorks embroidery design system for embroidery machines. The FontWorks User's Guide provides you with the information you need to learn about and begin using FontWorks.

In this chapter:

- Find out some basic information about FontWorks.
- Learn how to install FontWorks.
- Activating the software, once it is installed.

Getting Started

FontWorks System Requirements



Specifications are subject to change without prior notice. For additional information on setup and system requirements, contact your distributor.

Recommended System Requirements:

- Genuine Intel Pentium 4, 2GHz PC computer (or higher) with a CD-ROM drive.
- 2 gigabytes of RAM.
- Microsoft® Windows® 7/8/10 operating system
- Minimum 1 gigabyte hard disk drive space available

Installing the Application

When you first insert the FontWorks CD, the Installer program will start automatically. A welcome screen will open, asking you to continue installing FontWorks or Cancel if you wish to install at a later date



You must be running Windows® 7/8/10 to install FontWorks. Your computer's operating system must be up to date with the most current system updates and service packs.

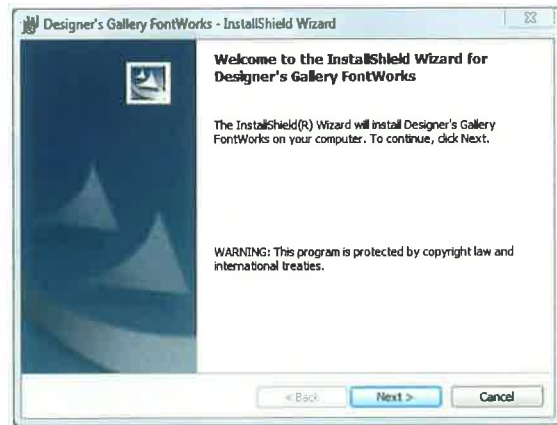
Installing the FontWorks Software

To install FontWorks:

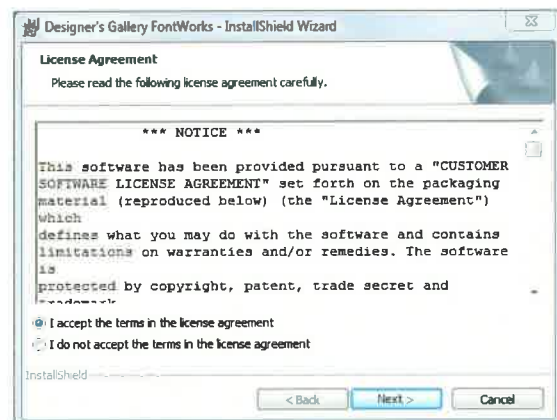
- 1 Insert the FontWorks CD into the CD-ROM drive.

The FontWorks Installer Welcome screen appears on your desktop.

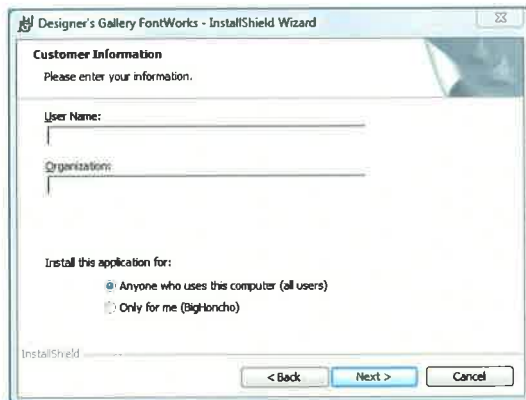
- 2 Choose "Install FontWorks" to proceed with the software installation.
You see the InstallShield introductory screen. InstallShield is an installation wizard that will guide you through the installation process.



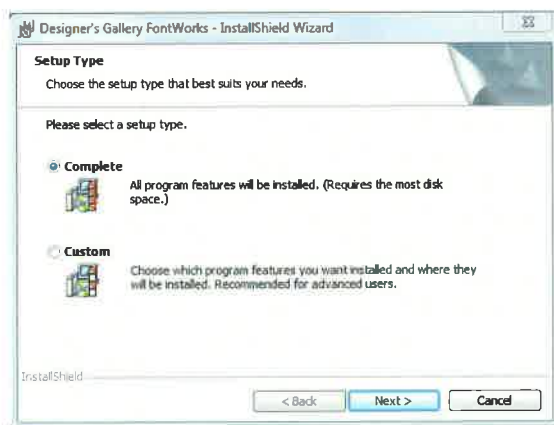
- 3 Click Next to begin the installation.
You see the Licence Agreement screen.



- 4 After reading the license agreement, click the radio button next to "I accept the terms of the license agreement, and click Next.
You see the Customer Information screen.



- 5 Fill in your name and an organization name (optional) and click next.
You see the Setup Type screen.



On the Setup Type screen, you can leave the default setting ("Complete") selected, and proceed directly to the next step; or, choose "Custom" to change the location where the program files will be installed.

By default, the application will be installed in this folder: Program Files(x86)\ BabyLock\ FontWorks).

- 6 Click Next.
You see the Ready to Install the Program screen.

- 7 Click Install.
The wizard will perform the installation. When the installation is complete, you see another wizard screen.
- 8 Click Finish.

Activating the Software

In order to use the FontWorks software (once it is installed), you must Activate it first; all you need for your activation is the activation serial number that came with your copy of the software.

3 Activations

To obtain an activation:

- Do one of the following:
 - Double-click the FontWorks icon on your desktop.
 - Choose Start–All Programs–Designer's Gallery–FontWorks.

You see the activation screen.

- 2 Fill in the required activation information in the appropriate fields.



Fields marked with an asterisk (*) are required - your software will not be activated otherwise.

- 3 Type your individual activation serial number (that came with your copy of FontWorks) into the Activation Serial Number field.
- 4 Click the Activate Now button on the dialog.
The Activation dialog will close and FontWorks will open.



If you need to see the Activation Serial Number again, it can be found in the software. Click the About button, which displays a dialog which shows copyright information, and includes the serial number along the bottom.

Activating FontWorks without an Internet Connection

If you have installed the software on a computer that does not have an Internet connection, you will need a site key (in addition to the serial number) to complete the activation.

You can obtain the site key by contacting FontWorks customer support: 1-800-313-4110 or www.designersgallerysoftware.com/support.

To obtain an activation without an internet connection:

- 1 Do one of the following:
 - ♦ Double-click the FontWorks Icon on your desktop.
 - ♦ Choose Start—All Programs—Designer's Gallery—FontWorks.

You see the registration screen.

- 2 Fill in the registration information in the appropriate fields.



Fields marked with an asterisk (*) are required - your software will not be activated otherwise.

- 3 Type your individual serial number (that came with your copy of FontWorks) into the serial number field.
- 4 Click the Activate Now button on the dialog.
You see a warning message, informing you that the Activation Server cannot be reached, because the computer is not connected.
- 5 Click OK to dismiss the message.
The Activation wizard dialog now shows two new fields, underneath the Activation Serial Number: one for the site code, and one for the site key. Note that the site code field will already be filled in.
Keep the site code handy - customer support will require it before giving out the site key.

- 6 Contact FontWorks customer support to obtain a site key.
- 7 In the Activation dialog, enter the site key that you received.
- 8 Click the Activate Now button.
FontWorks will open.

Deactivating your copy of FontWorks

Once it has been activated, it is possible to deactivate the software by re-opening the activation dialog.

Deactivation effectively 'frees up' the Activation code so that it can be re-used – once you deactivate the software, it will no longer work on that computer, and you will be able to transfer it to a different computer (without using the additional license from your serial number).

(You will be able to deactivate and reactivate your serial number up to six times.)



You must be connected to the internet to deactivate the software.

To deactivate FontWorks:

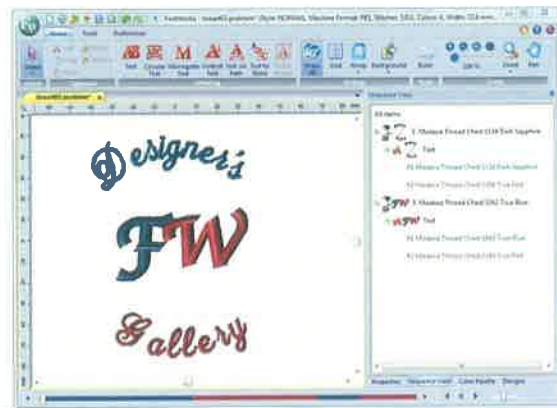
- 1 Click the Activation icon on the top-right corner of the workspace.
The Activation Dialog will open, displaying the user's personal information and the Activation code.
- 2 Click Deactivate.
The Activation dialog will close, and the copy of FontWorks on this computer will now be deactivated.

Opening and Closing FontWorks

To open FontWorks:

- Do one of the following:
 - ♦ Double-click the FontWorks icon created on your desktop.
 - ♦ Choose Start—Programs—Designer's Gallery—FontWorks.

You see the FontWorks window.



To close FontWorks:

- Click the Accelerator  Button, and select **Exit** from the list.

CHAPTER 2

Learning the Basics

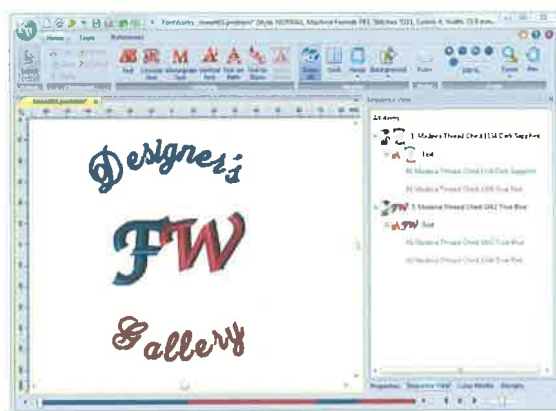
Before you start using the software, we recommend that you understand the FontWorks design workspace and learn a few of the basic components outlined in this section.

In this chapter:

- Learn the basics such as how to create and alter designs and set up the design workspace environment.
- Find out how to open and save designs as well as how to create new designs.
- Learn how to print designs.

Understanding the Workspace

The FontWorks workspace contains several different areas, each having a distinct function. The image below shows the FontWorks workspace.




The sections that follow describe the tools and functions that are found in each of the main areas of the FontWorks workspace.


Title Bar

The Title Bar appears at the top of the FontWorks design window, and shows certain vital information pertaining to the design. When you open a design, the design's name, recipe (style), machine format settings, and design information are displayed in the title bar.

The number of thread colors in a design as well as its stitch count are automatically updated in the title bar. A design's stitch count is consistent with the stitch count printed or sewn out using the specified machine format settings.








Accelerator Button


At the top left-hand corner of the window is the Accelerator button . This button gives you quick access to a menu of useful tools, such as New, Save, Print, and several others.

 When you open the Accelerator menu, it will also display a list of files that have recently been open. Just double-click on the file name to open it.

For a complete list of the tools available on this menu, and a summary of their functions, see the following table.

Tools on the Accelerator list

Tool	What it means
	New: Creates a new untitled design.
	New/Recipe: Opens a new page and allows you to choose a new recipe and machine format.
	Open Design: Opens an existing design file.
	Browser: Opens the Browser dialog, which enables you to search your computer's directories for design files
	Merge Design: Opens the Merge Stitch File dialog, which you can use to import existing stitch or outline files into the current design
	Save: Saves the current design.
	Save as: Opens a Save as dialog, which allows you to choose the name of the file, and the place it is saved to.
Close	Closes the current design.
Restore last Autosaved	Opens the latest Autosaved design.
Read from Cardworks II	Read from Cardworks II: If you have a Cardworks II box attached to your computer, allows you to read designs from a card.

Tool	What it means
Send to Cardworks II	Send to Cardworks II: If you have a Cardworks II box attached to your computer, allows you to send designs to the card.
Read from AB Max	Read from AB Max: If you have an Amazing Box Max attached to your computer, allows you to read designs from a card.
Send to AB Max	Send to AB Max: If you have an Amazing Box Max attached to your computer, allows you to send designs to the card.
Read from Little Max	Read from Little Max: If you have an Amazing Box Little Max attached to your computer, allows you to read designs from a card.
Send to Little Max	Send to Little Max: If you have an Amazing Box Little Max attached to your computer, allows you to send designs to the card.
Read from Emb Assistant	Read from Emb Assistant: If you have an Embroidery Assistant box attached to your computer, allows you to read designs from a card.
Send to Emb Assistant	Send to Emb Assistant: If you have an Embroidery Assistant box attached to your computer, allows you to send designs to the card.
	Print: Click to show printing tools: Direct Print, Print Preview, and Print setup.

Quick Access Toolbar

The Quick Access Toolbar is located at the top of your workspace, to the left of the Title Bar. This toolbar holds tool buttons that you will commonly use, such as Open, Save, and Print; but it is fully customizable, so you will be able to add the tools that you used most often, for easy access. (See "Customizing the Quick Access Toolbar.")



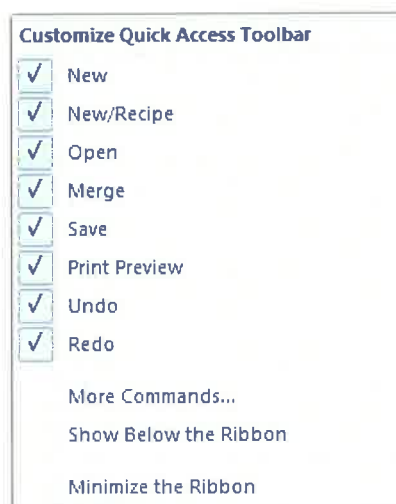
Initially, the following default tools are included on the Quick Access toolbar: New, New/Recipe, Open Design, Merge Design, Save, Print Preview, Undo, and Redo.

Customizing the Quick Access Toolbar

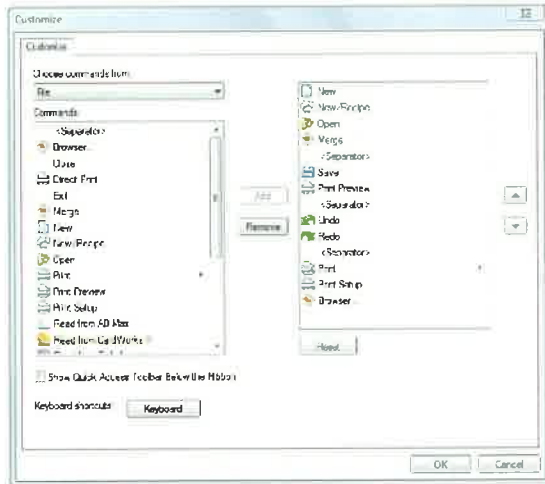
One important advantage of the Quick Access toolbar is that it is fully customizable. This means that you are able to select tools from any of the FontWorks tabs and add them to the Quick Access toolbar. You do this by way of the Customize function, which is accessed by clicking the small down arrow to the right of the Quick Access toolbar.

To customize the Quick Access toolbar:

- 1 Click the down arrow at the right end of the Quick Access toolbar.
You see a menu.



- 2 Click on More Commands...
You see the Customize dialog.



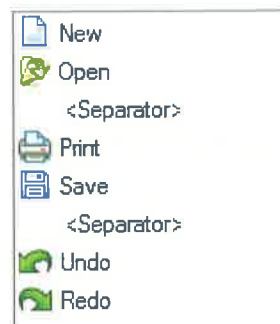
- 3 From the "Choose Commands from" list, select the toolbar containing the command you want.
The list of tools on that toolbar now appears in the "Commands" box.
- 4 Select the desired tool from within the "Commands" box, and click Add.
The selected tool appears in the list of Quick Access toolbar tools.
- 5 Repeat steps 3-4 until you have added all the tools you want to the Quick Access toolbar.
- 6 If there is a tool on the Quick Access toolbar that you do not want to have on there, select it in the right-hand box and click on the Remove button in the dialog.
- 7 When you have added and/or removed all the buttons you want, click OK.
The dialog will close; the Quick Access toolbar will be changed accordingly.

Adding Separators in the Quick Access Toolbar

You have the option of also adding separators in the Quick Access Toolbar. These are small vertical marks which appear on the Quick Access Toolbar, and divide the commands into groups

for ease of use. A separator is added in the same way as commands are; select <separator> in the "Choose commands" list and then click the **Add** button.

Here is an example of how the separators work. If you create an arrangement of separators and commands in the Customize dialog that looks like this:



The Quick access toolbar will be organized to look like this:



For more details, see the procedure outlined in "Customizing the Quick Access Toolbar."

You can change the position of a separator, or any command in the Quick Access Toolbar. Select it in the box to the right in the Customize dialog, and click the up and down arrows on the right. This will move the command or separator relative to the other commands in the Quick Access Toolbar.

Customizing Keyboard Shortcuts

Another useful feature of the More Commands menu item (on the Quick Access Toolbar) is that it gives you the option of assigning your own custom keyboard shortcuts. Keyboard shortcuts

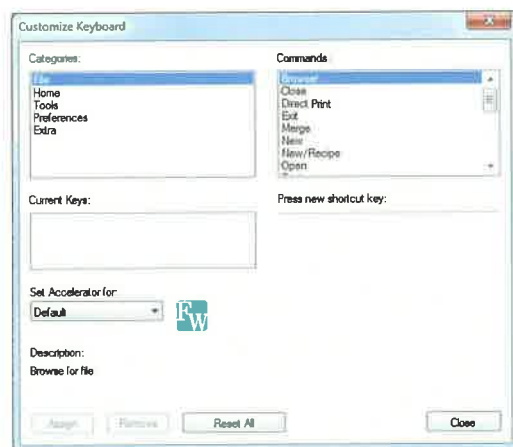
can be very useful for those tools that you use most often.

To assign keyboard shortcuts:

- 1 Click the down arrow at the right end of the Quick Access toolbar.
You see a menu.



- 2 Click on More Commands...
You see the Customize dialog.
- 3 Click the **Keyboard** button.
You see the Customize Keyboard dialog.



- 4 From the Categories list, select the category containing the command you want.
The corresponding list of commands appears in the Commands box.
- 5 Select a command to which you would like to assign a shortcut.
- 6 Click in the **Press new shortcut key** field.
- 7 On your keyboard, press the sequence of keys that you want to use; these keystrokes will appear in the field.



If there are two or more keys used in the shortcut, a plus sign (+) will be inserted between them, to indicate that they are to be used in combination. The (+) on your keyboard is not part of the shortcut sequence.

- 8 Click the **Assign** button to create the custom shortcut.
The shortcut sequence will be moved into the Current Keys field.
- 9 Repeat steps 4–8 until you have created all the desired keyboard shortcuts.
- 10 Click **Close**.

Tools on the Ribbon

The ribbon is an area that runs horizontally along the top of the design workspace.



The Ribbon, with the Home tab displayed

The Ribbon has tabs; these include the Home tab, the Tools tab, and the Preferences tab.

Under each tab, you will find a set of tools and settings that have related functions.


The following tables list and briefly describe the tools that appear under each of these tabs.

Home Tab






The Home Tab contains all the basic tools for creating lettering and selecting objects. It also contains other tools for controlling the display, the Zoom tool, and the Ruler tool.

Within the Home tab, the tools are further subdivided into sections. In some cases, you must click on the tool heading to display the complete list of available tools.



Select tools







Tool	What it Means
	Select: Selects objects in the design window.
Select All	Select All: Click the arrow under the Select tool to see the Select All tool, which selects all items in the design.

Clipboard tools





Tool	What it means
	Cut : Cuts the selection and copies it to the clipboard.
	Copy: Copies the selection to the clipboard.
	Paste: Pastes the clipboard contents into the design, at the end of the design sequence.
	Insert: Pastes a copy of the clipboard selection into the sewing sequence immediately following the selected segment.
	Delete: Removes the selected segment.

Lettering tools


Tool	What it Means
	Text: Creates lettering placed along a baseline.
	Circle Text: Creates curved lettering.

Tool	What it Means
	Monogram Text: Creates monogram lettering.
	Vertical Text: Creates vertical lettering.
	Text on Path: Creates lettering along a path. The path may be chosen from a pre-defined list of shapes.
	Text to Stairs: Creates a lettering segment in which the individual letters descend (or ascend) in a step-wise fashion.
	Word Drops: This feature allows you to create a series of similar designs based on a single template, by changing only the text portion of the design. Word Drops will then output each design in your chosen format.
	Font Art: Creates a pattern of words randomly distributed within a selected artwork shape in the design.








Display tools

Tool	What it Means
	3D: Realistically renders your design onscreen.
	Grid: Displays a background grid, which helps with alignment. This grid can be used for the alignment of items on the display. When you click the grid button, the current mode and its cursor remains set.
	Hoop: Shows and hides the current hoop in the workspace. To change the current hoop, click below this icon, and choose "Select hoop" from the menu.
	Background: This button contains two options: Background color and Background fabric. You can change the background color or fabric pattern for the active design window.

Ruler

Tool	What it means
	Ruler: Measures the distance between any two points.






Zoom tools







Tool	What it Means
	Zoom in: Magnifies the view of the design by a fixed amount.
	Zoom out: Reduces the size of the view of the design by a fixed amount.
	Zoom to fit: Zooms so that the entire design will fit in the window.
	Zoom 1:1: Returns the design to actual size.
	Zoom slider: Drag to select the degree of magnification of the design.
	Zoom: Magnify parts of your design by clicking and dragging.
	Pan: Allows you to move the design area around.

Tools tab


The tools on the Tools tab are found the various tools for cutting, copying and pasting selections. This tab also includes the Distortion tool.

Modify tools

Tool	What it means
	Align Left: Moves all selected objects except the left-most item selected.
	Align Right: Moves all selected objects except the right-most item selected.
	Align Top: Moves all selected objects except the top-most item selected.
	Align Bottom: Moves all selected objects except the bottom-most item selected.
	Horizontal Center: Takes all selected objects and centers them in the selection box. Objects will be moved so that they are centered left-to-right with each other, but they are not moved up or down.

Tool	What it means
	Vertical Center: Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered top-to-bottom with each other, but they are not moved left or right.
	Align Center: Centers all selected objects proportionally in the design workspace.
	Flip Horizontal: Flips one or more selected objects horizontally.
	Flip Vertical: Flips one or more selected objects vertically.
	Rotate Left: Rotates one or more selected objects to the left by 90° increments.
	Rotate Right: Rotates one or more selected objects to the right by 90° increments.

Misc.

Tool	What it means
	Distortion: Displays the Distortion window which adds interesting effects to the selected design.

View Tab

The Windows and Show/Hide checkboxes are found on this tab. These controls allow you to change what appears on your workspace; which panels are displayed, whether or not commands and stitch points are shown in the design, and so on.

Windows

In the windows area, check the box to show the corresponding window or panel, and uncheck it to hide that window or panel.

- **Sequence.** Shows/hides the Design Sequence view.

- **Palette.** Shows/hides the Color Palette.
- **Properties.** Shows/hides the Properties panel.
- **Simulator.** Shows/hides the sewing simulator.
- **Status.** Shows/hides the status bar.
- **Navigator.** Shows/hides the floating Navigator panel.
- **Designs.** Shows/hides the Designs panel.



Show/Hide

Check the boxes to show the corresponding symbols in the Design Workspace.

- **Entry/Exit.** Shows the position of the first and last points in the sewing of a segment.
- **Commands.** Displays icons in the workspace that show where the color changes and trims are.
- **Stitch points.** Shows the penetration points of the stitches.

Preferences Tab

The preferences tab contains the tools for opening the Preferences and Screen Calibration dialogs. For more information, see “Setting up the Workspace Environment” and “Calibrating the Screen.”

Tool	What it means
	Preferences: Displays the Preferences dialog box. Contains the Formats, Environment, Grid and Babylock tabs.
	Screen Calibration: Opens the Screen Calibration tool.

Simulating Sewing

The Simulator makes it easy to see how your design will sew out on-screen. You can use the Simulator to eliminate potential sewing problems.



If the sewing Simulator does not appear, you can open it by checking the “Simulator” box on the Preferences tab of the Ribbon.

The Simulator (scrollbar slider and the sewing simulator) will appear at the bottom of the design window. The Simulator controls which parts of the design are drawn on the design window.

Scrollbar Slider








The length of the scrollbar slider represents all of the stitches in the opened design. You can move the scrollbar slider by dragging it to see a design as it will look sewn to a particular point. The color display within the scrollbar indicates the thread color that will be sewn when the scrollbar slider is positioned over it. Clicking on the arrows at the ends of the scrollbar will advance or retrace the design position by one stitch.

Sewing Simulator

The sewing simulator allows you to watch your design draw on a stitch-by-stitch basis, simulating the sewing action of your machine. You can push various control buttons and slide the speed control to vary the rate of sewing.

Using the Simulator

The following table explains how to use the Simulator in more detail:

Tools	What it does
	Previous Stitch: Move backward in the design by one stitch.
	Scrollbar slider: Drag the scrollbar slider to advance the design to a specific position. When the scrollbar slider is positioned over a color, you will see the specified thread color being sewn in the design. The entire length of the scrollbar slider represents the entire design.
	Next Stitch: Move forward in the design by one stitch.
	Simulate Sewing (backward): Move backward through the design.
	Stop/Pause: Pause or stop the design while drawing. When you play or resume sewing your design, stitching will continue from the location of the last stitch.
	Simulate Sewing: Move forward through the design.
	Speed: Slide the speed control to vary the rate of sewing.

Color Palette

The thread colors for the design are shown in the Color Palette. To show the Color Palette, check the Palette box on the Preferences tab of the Ribbon.

For more information on the color palette, see "Changing Thread Colors."

Design Sequence

Design Sequence allows you to view information that takes the form of branches. For instance, each color in your design will have different lines

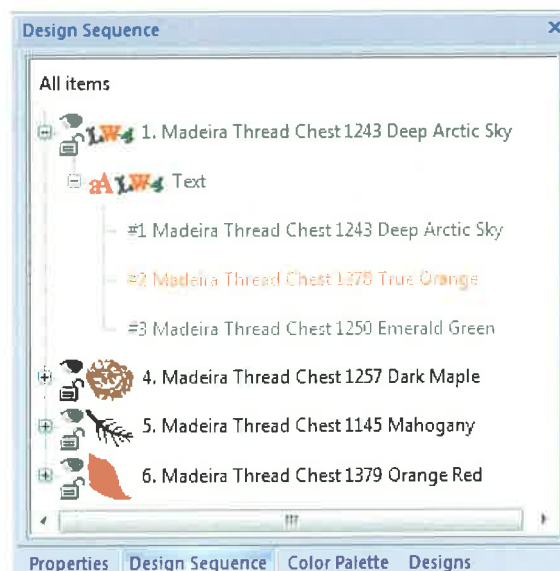
of stitch information in that color. You can also select outlines and stitches in the Design Sequence by clicking on them. This becomes important when you want to view or adjust an individual part of your design.



To show the Design Sequence, select the Preferences tab and check the "Sequence" check box.

The Design Sequence control allows you to expand and contract branches (colors) allowing you to see or hide the individual outline segments inside them.

Opening branches in a Design Sequence is a bit like pulling open a file drawer; when it's open you can see what's inside, but when it's closed you can't, although this takes up less space on your screen. You open and close the branches of the tree control by clicking on the + and – signs in front of the branch name. For more information on Design Sequence, see "Sequencing Outline Segments".



Status Line

The Status Line appears at the bottom of the FontWorks window. To show or hide the Status Line, select the Preferences tab, and check the Status box.

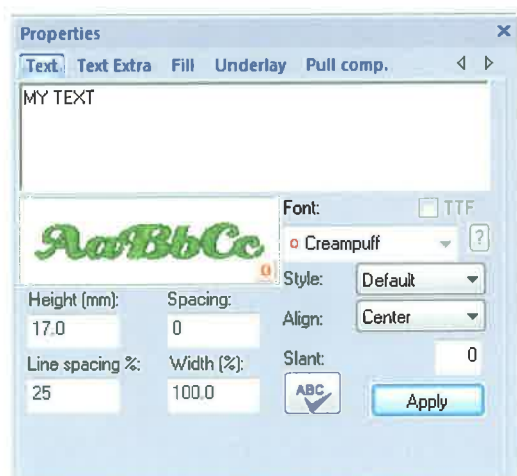
As you move the mouse over different sections of the workspace, this indicator will tell you what that area does. You will also find specific design information in other areas of the status bar. For example, the status bar shows the total segments in the design, the number of selected segments and the number of stitches in the selected segments. The Status line also shows the size of the current hoop.

Total Segs: 20, Selected: 7, Stitches: 3062 Hoop: 3.94in X 3.94in

The Properties Panel

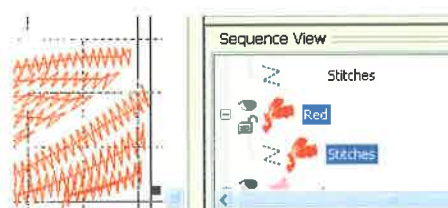
The design properties of selected segments are shown in the Properties box. The Properties box is located at the right edge of the design window and contains tabs related to selected segments.

To show the Properties panel, open the Preferences tab from the Ribbon, and ensure that the Properties box is checked.



Adjusting the Workspace Splitter


The design workspace is separated from the Design Sequence and Properties panel by a "splitter", which is the right edge of the design window. To move a splitter, hover the mouse over it exactly as you would a window edge, and then drag it where you want. You'll notice that when you're over a splitter, the cursor will change to a double-sided arrow.



It is possible to reduce a splitter to the point where nothing from the second window is visible. If you have done this, just drag the splitter, being careful that you're not dragging the outside window edge.

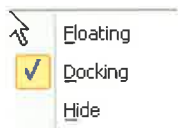
Adjusting the Position of the Panels

By default, the Design Sequence, Properties, Color Palette, and Designs panels will be "docked" on the right side of the workspace. However, you can rearrange these workspace panels into different positions. You can "float" them above the workspace, in which case they can be moved anywhere on your desktop; you can hide them when they are not needed; or you can undock them from their current positions and dock them elsewhere.

You can also combine panels together by "tabbing" them; you do this by floating a panel in front of another panel and then docking it to that panel with the tab button .

To float a docked panel:

- 1 Right-click on the panel's title bar.
You will see a menu of options.



- 2 Select Floating from this menu.
The panel now floats above the workspace; you can drag and place it anywhere on your screen.



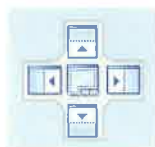
To re-dock the panel to the same location it was originally, right-click the title bar again and select "Docking" from the menu; the panel will immediately go back to the former location. To dock it elsewhere, follow the steps under "To dock a floating panel".


To hide a panel:

- 1 Right-click on the panel's title bar.
You will see a menu of options.
- 2 Select Hide from this menu.
The panel will no longer be visible. To show the panel again, go to the Preferences tab, and in the Windows area check that panel's check box.

To dock a floating panel:

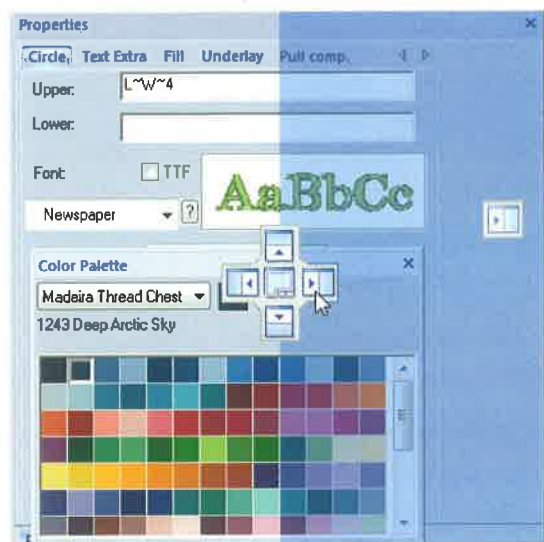
- 1 Left-click the panel's title bar and drag it a short distance, continuing to hold down the mouse button.
You will see a set of arrow buttons displayed in the workspace. Five of them (four arrows plus the tab button) form a cross shape, like this:




There will also be four isolated arrow buttons like this  pointing at the four sides of the main window.

- 2 Do one of the following:
 - ♦ To dock to the sides of a frame, drag the cursor over one of the arrow buttons in the cross.

A shaded area will appear, previewing the position that the floating panel will dock. In the instance shown below, the Color Palette panel is being docked to the right of the Properties Panel.




- ♦ To dock to the top, bottom, left or right sides of the overall workspace window, drag the cursor over the corresponding isolated arrow button.
 - ♦ To make the selected panel into a tab of another panel, move the cursor over the tab  button in center of the "cross".
- 3 Release the mouse button.
The floating panel will now be docked to the selected location, and tabs labelled "Properties" and "Design Sequence" will appear along the bottom edge of the panel.

Changing Thread Colors

In FontWorks, you can adjust the colors of a design using the Color Palette.



To change thread colors:


- 1 Select a segment.
- 2 In the Color Palette panel do one of the following:
 - ♦ From the drop-down list, select a Thread Chart and click one of the color boxes with the thread color you want to use.
 - ♦ Using the current list, click one of the color boxes with the thread color you want to use.
 - ♦ Click the Find Color  button to search for a specific thread. You can search by thread color name or by color number (if available).
- 3 Click on a color in the thread chart to select it. *The selected segment will change to the new color; also, the new color will appear as the current thread color in the swatch to the right of the thread chart selection field.*

Using Scrollbars

The scrollbars are inside the design workspace on the right and bottom of the window. These work just like the familiar scrollbars that you may have encountered in any typical Windows application; they appear whenever the design is larger than the design window. They allow you to quickly navigate the design using the mouse.

Typical actions for the scrollbars include:

- Dragging the Thumb Track  to pan the view. Notice that this is like using the Pan  tool on the Edit Bar.

- Clicking in the scrollbar on either side of the Thumb Track  will move the design window view one screen at a time.



- Clicking in the scrollbar on the arrows moves the design window view only a small amount at a time.




You can also right-click the scrollbar to display a pop-up menu of scroll actions in Windows.

Correcting Mistakes


Undo and Redo are two significant features that allow you to correct mistakes. If you make a mistake and change your mind about an action you just made, Undo reverses the action. Redo puts back the change.

If Undo or Redo are grayed out, you cannot Undo or Redo.

To use Undo:

- Do one of the following:
 - ♦ On the Quick Access tool bar, click the Undo  tool.
 - ♦ Press Ctrl+Z on your keyboard.

To use Redo:

- Do one of the following:
 - ♦ On the Quick Access tool bar, click the Redo  tool.
 - ♦ Press Ctrl+Y on your keyboard.

Setting up the Workspace Environment

You can set up your design workspace environment for all opened design files. You can predetermine the units of measurement you want to use for your designs, as well as decide how often open design files get saved.

The following paragraphs describe the different units of measurement that can be used in FontWorks.


Metric

The dimensions in FontWorks can be displayed in metric values. If you set your design preferences to metric, it will remember it each time you run FontWorks.

English vs. Metric

If you think in inches, you can set FontWorks to measure everything in inches. To make the change, open the Preferences dialog and click on the Environment tab, where you can select English from the Units list.

To set up your workspace environment:

- 1 On the Preferences tab, click the Preferences dialog  tool.
You see the Preferences dialog box.
- 2 Click the Environment tab.
- 3 From the Units list, select the units of measurement you want used for your designs: Metric or English.



You can also select the units of measurement using the menu options available in your design workspace. Right-click on the ruler at the left or top of the window and select Metric or English.

- 4 From the Autosave list, select how often you want FontWorks to save your designs.




Autosave is a function that periodically saves the open design or designs to disk, so that you will not lose all your edits in case of a service interruption. For more information, see "Restoring Autosaved Design Files".


- 5 The "Show *.blf warning" box will be checked by default. When checked, FontWorks will display a notification if you close a design that has not been saved in *.blf format.
- 6 The "Show warning for large satins" box will be checked by default; this means that a warning message will appear whenever the design contains a Satin segment wider than the maximum recommended stitch length (10 mm). You may choose not to have this message appear by un-checking the box.
- 7 The Show Navigator at start-up box will be checked by default; this means that the Navigator panel will open every time that FontWorks starts. Uncheck the box to not display the Navigator at start-up.
- 8 Click OK.

Creating New Designs

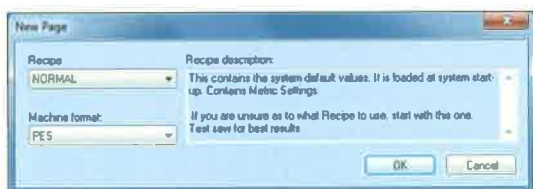
When you open FontWorks, you can immediately begin creating a new, untitled, design. The design window automatically opens using the default normal recipe (style), machine format settings, and design information set in the Preferences dialog.

To create a new design:

- 1 On the Quick Access tool bar, click the New/Recipe  tool.

Alternatively, you may select the New  tool. This will bypass the recipe dialog and a new design window will open using the default settings; these settings are located in the Preferences dialog.

You see the New Page dialog.



- 2 In the Recipe list, select the recipe you want to use for your design.

The recipe you select will be applied to **this design only**, and will not change the default settings in the Preferences dialog. To change the default setting, open the Preferences dialog and select the Formats tab.

- 3 In the Machine format list, select the machine format that you want applied to the design when created.
- 4 Click OK.


You see a new design window.

Opening and Closing Designs

In FontWorks, you can open designs in a wide variety of file formats such as the Baby Lock file (*.BLF), etc.

When you open a Baby Lock file (*.BLF), the default file type, into the design window, your single design file contains both outlines and stitches. When you open other files into the design window, your design files open as stitches.

To open an existing design:

- 1 On the Quick Access toolbar, click the Open Design  tool.
You see the Open Design dialog box.
- 2 In the Look in list, browse to the location of the file you want to open.
- 3 In the Files of type list, select a design file type for the design you want to open.
- 4 In the File name box, enter the file name, or select the file you want to open by clicking the file. To open multiple files, press Ctrl on your keyboard while selecting the files you want to open. To open all files, select any file and press Ctrl+A on your keyboard.
- 5 Select Preview to view a thumbnail (a small representation) of the design.
- 6 Click Open.

To close a design:

- Do one of the following:
 - ♦ Click the small "x" on the file name tab at the top of the design window.



- ♦ Click the Accelerator button, and select Close from the Menu.

Tips:

- To open a file you have recently worked on, click the Accelerator button and then choose the design file from the recent file list.
- To limit the number of displayed designs in the Open Design dialog, you can enter the first letter of the design name, followed by an asterisk (*) and the file extension. For example, if you have an Embroidery design file named Cats, enter C*.blf in the File Name box and press ENTER on your keyboard. You see a list of all the designs starting with C.

Opening Files from the Browser

The Browser is a very convenient way to search for and open files. It allows you to search through and open design files from multiple directories simultaneously. So, if you have design files stored on a number of different media - for example, a USB device, or CD, as well as on your hard drive - it is possible to look in all of these places at once, with the Browser feature.



The Browser displays a preview image of the design in its preview pane, as well as the design's name, overall dimensions, stitch count, and the number of colors that it uses.



The design size that appears in the Browser window depends on the Environment settings in the Preferences dialog.

To switch between English and metric or vice versa, open the Preferences dialog and choose the Environment tab.

To open files using the Browser:

- 1 Click the Accelerator  button, and select the Browser  tool.

You see the Browser window.

- 2 Click in the check boxes next to the directories you want to browse for designs; to look in multiple locations, simply check more boxes.



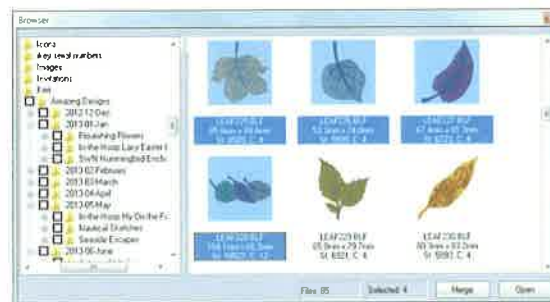
If you check the box next to a folder which has sub-directories, all designs in those sub-directories will be display as well as those in the main directory.

The preview pane shows a thumbnail image of each design present in the directory or directories you have selected.



- 3 Do one of the following:
 - ♦ To select a single design, click on the thumbnail image.
 - ♦ To select a number of separate designs, click on each individually while holding down Ctrl.
 - ♦ To select a series of designs, click the first thumbnail, then shift + click on the final thumbnail in the range.

The selected files are highlighted.



- 4 Do one of the following:
 - ♦ Click Open.
The selected design or designs open in your workspace; if multiple designs were opened, each will open in its own tab.
 - ♦ Click Merge.
The selected design or designs will be merged with the current design.

Saving Designs



You can use Save or Save As to save designs in a variety of file formats.

The Save As command lets you save an alternative version of the design with a different name, location, or file format. Save As is handy when you want to keep your original design and create another design with slight modifications. The Save command saves the changes you make to the current design.




For more information on the general rules of editing segments, see "Editing Segments".

To save a design:

- 1 Click the Accelerator  button, and choose  Save As... from the menu.
You see the Save As dialog box.
- 2 In the Save in list, browse to the location you want to save your file.
- 3 In the File Name box, enter the file name for the design you want to be saved.
- 4 In the Save As type list, select the file type you want the design to be saved as.
- 5 To save the Applique along with the file, check the "Export Applique" box.
For more information, see "Exporting Applique Designs".
- 6 Click Save.

To save changes to the current design:

- On the Quick Access toolbar, click the Save  button.

Working with External Card Storage Devices

Reading Designs from CardWorks II

When you purchase and install CardWorks II, you will be able to read designs directly from your box.

For additional information on how to use Cardworks II, please refer to the CardWorks II instruction manual.

To read designs:

- Click the Accelerator  button, and select Read from CardWorks II.




If you have not purchased and installed CardWorks II, the Read from CardWorks II option will be disabled (grayed out) on the Accelerator menu.

Sending Designs to CardWorks II

When you purchase and install CardWorks II, you will be able to send designs directly to your box. Note that you can send just one design at a time to CardWorks II.

For additional information on how to use Cardworks II, please refer to the CardWorks II instruction manual.

To send designs:

- 1 Open the design that you want to send.
- 2 Click the Accelerator  button, and select Send to CardWorks II.




If you have not purchased and installed CardWorks II, the Send to CardWorks II option will be disabled (grayed out) on the Accelerator menu.

Reading Designs from Amazing Box MAX

When you purchase and install Amazing Box MAX, FontWorks allows you to read designs directly from your box.

For additional information on using Amazing Box MAX, please refer to the Amazing Box MAX instruction manual.

To read designs:

- Click the Accelerator  button, and select Read from AB Max from the list.




If you have not purchased and installed Amazing Box MAX, the Read from AB Max option will be disabled (grayed out) on the Accelerator menu.

Sending Designs to Amazing Box MAX

When you purchase and install Amazing Box MAX, FontWorks allows you to send designs directly to your box. Note that you can send just one design at a time to the Amazing Box MAX.

To send designs:

- Open the design that you want to send.
- Click the Accelerator  button and select Send to AB Max.




If you have not purchased and installed Amazing Box MAX, the Send to AB Max option will be disabled (grayed out) on the Accelerator menu.

Reading Designs from Little MAX

When you purchase and install Little MAX, FontWorks allows you to read designs directly from your box. For additional information on using Little

MAX, please refer to the instruction manual that you received with your Little MAX.

To read designs:

- Click the Accelerator  button, and select Read from Little Max.




If you have not purchased and installed Little MAX, the Read from Little Max option will be disabled (grayed out) on the Accelerator menu.

Sending Designs to Little MAX

When you purchase and install Little MAX, FontWorks allows you to send designs directly to your box. Note that you can send just one design at a time to the Little MAX.

For additional information on using Little MAX, please refer to the instruction manual that you received with your Little MAX.

To send designs:

- Open the design that you want to send.
- Click the Accelerator  button and select Send to Little Max.



If you have not purchased and installed Little MAX, the Send to Little Max option will be disabled (grayed out) on the Accelerator menu.

Reading Designs from Embroidery Assistant

When you purchase and install Embroidery Assistant, FontWorks allows you to read designs directly from your box. For additional information on using Embroidery Assistant, please refer to the instruction manual.

To read designs:

- Click the Accelerator  button, and Select Read from Emb Assistant




If you have not purchased and installed Embroidery Assistant, the Read from Emb Assistant option will be disabled (grayed out) on the Accelerator menu.

Sending Designs to Embroidery Assistant

When you purchase and install Embroidery Assistant, FontWorks allows you to send designs directly to your box.

For additional information on using Embroidery Assistant, please refer to the instruction manual.

To send designs:

- Open the design that you want to send.
- Click the Accelerator  button and select Send to Emb Assistant.




If you have not purchased and installed Embroidery Assistant, Send to Emb Assistant will be disabled (grayed out) on the Accelerator menu.

Working with Recipes

Selecting Recipes

You can apply predefined settings when you open a new file. For example, the Cap recipe contains special underlay, pull-compensation, and density settings appropriate for designs that will be sewn on baseball caps. See "Preinstalled Recipes" for more information on the preinstalled recipes available and their settings.

To use a recipe:

- On the Quick Access toolbar, select New/Recipe  .
You see the New Page dialog.
- From the Recipe list, select a recipe.
The new recipe change is for this design only.
- From the Machine Format list, select the machine format you want to use for your document.
- Click OK.
You see the recipe you selected appear in the title bar.


Changing Machine Format Properties

All designs in FontWorks have a machine format. Machine formats have their own profile settings that determine how embroidery information will be interpreted when you save design files. When you use machine formats, your design information displays accurately on the screen.

When you create a new design file, you can select the machine format for the specific design. The selected machine format can change how the design file is read. For more information, see "Creating new designs".

When you set machine format properties in the Preferences dialog, all new designs will use these machine format properties as the default settings.

To change machine format properties:


- On the Preferences tab, click the Preferences  tool.
You see the Preferences dialog box.
- Click the Formats tab.

- 3 From the Recipe list, select the recipe you want to use for your design.
- 4 From the Machine format list, select the machine format that you want applied to new design files.
- 5 Click OK.

Restoring Autosaved Design Files

FontWorks makes it easy to restore the last design file you worked on. You can restore a saved design file as well as restore a copy of the last design file you closed but did not save.

To restore unsaved designs:


- Click the Accelerator  button, and choose Restore last Autosaved from the list.
You see the restored design file appear in the design workspace.

Printing Designs

Changing the Print Settings

You can customize print settings for your embroidery designs. With FontWorks, you can adjust the image and worksheet information displayed in design printouts.

To change a design's print settings:

- 1 On the Quick Access Toolbar, click the Print Preview  tool.
You see the print preview window appear displaying your design.
- 2 Click Settings.
You see the Print Settings dialog.
- 3 In the Margins area, enter the margin sizes you want for your design worksheet.

- 4 Select Print Actual Size to have your design print in its actual size.
- 5 Select Print Color Analysis to print an expanded thread design sequence that includes a view of the colors used, the color sequence, and the thread consumption for each color.
- 6 Select Print In One Page to print the design on a single worksheet page.




If Print Color Analysis is selected along with Print In One Page, your print out will display a basic thread design sequence that includes a simplified view of the colors used, the color sequence, and the thread consumption, along the bottom of the page.

- 7 To prevent jump stitches from showing on your print preview, check the Remove Jump Stitches box.
- 8 Select Show Crosshair to print a crosshair mark on the print preview.
- 9 Select Print Company Name to have the name of your company logo printed on your design worksheet. Enter the name or the company in the box below.
- 10 Click OK.

Previewing a Design before Printing

You can preview a worksheet on the screen before sending it to the printer.

To preview a design:


- 1 On the Quick Access Toolbar, click the Print Preview  tool.
- 2 To zoom in and out of the previewed worksheet, do the following:
 - ♦ To zoom in on the worksheet, click Zoom In and scroll to view specific parts of the design.

- ♦ To zoom out on the worksheet, click Zoom Out and scroll to view specific parts of the design.
- 3 To change the settings for the design worksheet, click Settings.
- 4 Click OK.
- 5 To close print preview and return to the design window, click Close.

Printing Design Worksheets

You can print worksheets for design files. When you print a worksheet for a design file, the worksheet information depends on the selected settings in the Print Settings tab.

To print a worksheet for your design:

- 1 On the Quick Access Toolbar, click the Print Preview  tool.
You will see a preview of the design worksheet.
- 2 To change the settings for the design worksheet or check the information that will be printed on the worksheet, click Settings.
You see the Print settings dialog; for more information about changing the Print Settings, see "Changing the Print Settings."
- 3 Click OK to close the Print Settings dialog.
- 4 On the Print Preview page, click Print.

CHAPTER 3

Viewing & Measuring Designs

FontWorks gives you the methods you need to view your designs with accuracy. You can view your entire design on-screen or pan to view only parts of your design not visible in the design workspace.

In this chapter:

- Using viewing tools, buttons, and commands.
- Adjusting Grid Settings.
- Inserting and removing guidelines to help align parts of the design.
- Using the Ruler tool to measure objects.
- Calibrating the monitor screen to ensure accurate measurements.
- Selecting and displaying a hoop in the design window.
- Creating a custom hoop.

Viewing Methods and Tools


Magnifying and reducing the view

Use Zoom to magnify or enlarge parts of your design. Reducing a design lets you see more of your design on-screen. With Zoom you can either left-click to enlarge your design or right-click to make your design smaller.




For more information on magnifying and enlarging parts of your design, see “Zoom and Pan tools.”




To use Zoom:

- 1 On the Home tab, click the Zoom  tool.
The pointer becomes a magnifying glass.
- 2 Do one of the following steps:
 - ♦ Right-click to make your design smaller.
 - ♦ Left-click that area to zoom-in on a specific area.


To zoom-in on a specific area:



- 1 On the Home tab, click the Zoom  tool.
The pointer becomes a magnifying glass.
- 2 Click and hold your left mouse button and drag your mouse to form a flexible box around the specific area you want to see in detail.
- 3 Do one of the following steps:
 - ♦ To increase the zoom, continue clicking and dragging the flexible box. By doing so, you can view a single stitch.
 - ♦ On the Home tab, use the Zoom tools to zoom back out.

Other Zoom tools


- **Zoom In**  to make the view of the design larger by a fixed amount.
- **Zoom Out**  to make the view of the design smaller by a fixed amount.
- **To Fit**  to make the whole design fit the size of the design window.
- **To Selection:** Zoom to selection zooms to the size of the current selection, (or group of embroidery segments, if more than one is selected.)



You will find “To Selection” by clicking under the Zoom  icon, which opens a fly-out menu of the zoom tools.


- **1:1**  to see the design at the actual size.
- **Slider Tool**  . Drag to select the degree of magnification of the design.

Pan Tool

The Pan  tool turns your cursor into an icon of a hand. This allows you to drag the window around, while, at the same time, being able to see where you are moving. This is similar to moving around the window using the scrollbars.



The Pan tool does not move any design objects, only the area of the overall design that is being displayed.

- To use the Pan tool, select the Home tab and click on the Pan  icon.

If the Pan tool is selected, you can right-click and the last-selected tool will be selected. This will deselect the Pan tool.

Panning with the Arrow Keys

You can move to parts of your design that go beyond the window's borders.

To pan up:

- Use the  key to move up.

To pan down:

- Use the  key to move down.

To pan left:

- Use the  key to move left.

To pan right:

- Use the  key to move right.

Navigator Window

The Navigator window is another tool you can use to change the view of your design. It can be used to Zoom in and out of the design, and also to pan the design in the Workspace.

The Navigator window is a small window that floats above your workspace. In the Navigator window, you will see a smaller version of your design, with a red rectangle superimposed upon it. If you are zoomed in, so that not all of the design is shown in the workspace, this rectangle shows what part of the design is currently displayed.



Dragging the slider along the bottom of the Navigator window increases or decreases the size of the rectangle, which in turn changes the degree of zoom in the design window. You can also pan the view by clicking and dragging the red frame in the Navigator window.

The Navigator window is on by default when you start FontWorks. To stop it from opening by default, uncheck the "Show navigator at startup" box on the Environment tab of the Preferences dialog.



You can also show/hide the Navigator using the check box in the Windows area of the Preferences tab.

Viewing Buttons

Changing the background of the current window

Depending on the type of artwork you are using or the design you are creating, you may want to change the background color of your window. For example, if you are creating a design with light thread, you may want your background darker so that the stitches are more visible on-screen. Use the background color button located at the top of the design window to change the background color.

You can also use the Background Color - Fabric setting to simulate the color and pattern of the fabric you will be sewing on.

To change the background color:

- 1 On the Home tab, click in the Background

Color  tool to open the fly-out menu.

You see a menu with two options: Select Color or Select Fabric.

- 2 To change the background to a new color, do the following:

- ♦ Choose "Select Color" from the menu.
You see the Color dialog.
- ♦ In the Color dialog, do one of the following:
 - ♦ Place your mouse pointer in the color spectrum and click to choose a color.
 - ♦ Select a color from one of the preset swatches in the Basic Colors area.
 - ♦ If you know the RGB values of the desired color, type them in the Red, Blue and Green boxes on the bottom-left of the dialog.
- ♦ In the Color dialog, click OK.

The new color replaces the old color on your design window.

- 3 To change the background to a fabric image, do the following:

- ♦ Choose "Select Fabric" from the menu.
You see the Open dialog.
- ♦ Select one of the available fabrics or browse to the location of the image file for your own scanned fabrics.

Usually it is best to save your fabric image as a JPEG file, as these take up less disk space than other formats.

Try to keep your file small in pixel size — 300x200 is typical, and more than 640x480 is going to give you a large image. If there is a quality setting, use 'Web' or 'Low' quality. Don't be afraid to experiment; if a scan is too big or small or there is some other problem, adjust the settings and try again.



You see a preview on the right of the dialog.

- ♦ Click Open.

The image of the fabric replaces the old color on your design window.

Showing and hiding machine commands

FontWorks makes it easy to view the locations on the design where the embroidery machine performs commands. These locations are marked with different symbols to display the command type.

To show commands:

- On the Preferences tab, in the Show/Hide area, check the Commands box.
The commands symbols will be displayed in the design.



To hide commands again, uncheck the box.

Showing and hiding the stitch points in designs

Turn on the Stitch Points to see the stitch penetration points in the design window. The black dots in your design represent the point where the embroidery machine needle will penetrate the fabric.


To show the stitch points:

- On the Preferences tab, check the Stitch Points box.
The stitch points will be displayed in the design.




To hide the stitch points again, uncheck the Stitch Points box.

Showing and hiding 3D stitches

Use the 3D  tool to preview a realistic 3D view of your design.

To show 3D stitches:

- On the Home tab, click the 3D  tool.
The design will appear in 3D view.




To turn off 3D view, simply click the 3D tool again.

Working with the Workspace Grid

Showing and hiding the workspace Grid

You can show the grids or, if they are in the way, you can hide them.


To show the grid:

- On the Home tab, click the Grid  tool.
The Grid will appear in the design window.



To hide the Grid, click the Grid tool again.

Defining grid settings

The Grid helps you align and measure artwork and design elements. You can set the grid to measure in millimeters or inches according to your preference. When you are working on a design file, you can display the grid by clicking the Grid tool  (the Grid tool is found on the Home tab).

By default, every 10 horizontal and vertical lines will be highlighted as the major grid. You can adjust this value as well as increase or decrease the spacing values for the minor grid; however, zero and negative spacing values are not supported. The minor grid can also have different horizontal and vertical spacing values.

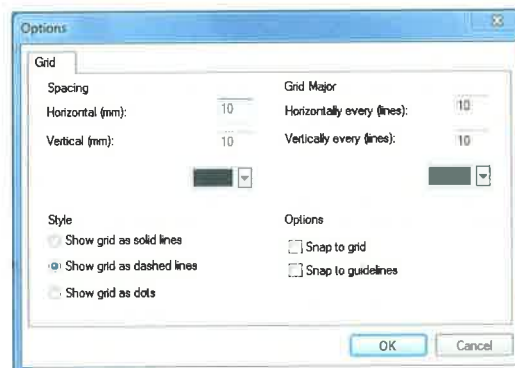
To make grid lines more visible on particular backgrounds, you can change the color of the major and minor grids. You should choose separate colors for each grid type.

To define grid settings:

- Right-click on the rulers at the left or top of the window and click Grid Settings.
You see the Grid Settings dialog.



You can also access the Grid settings by way of the Preferences  tool on the Preferences tab.



- 2 In the Spacing area, complete the following:
 - ♦ In the Horizontally every (lines) box, enter the measurements for horizontal spacing in millimeters or inches.
 - ♦ In the Vertically every (lines) box, enter the measurements for vertical spacing in millimeters or inches.
 - ♦ From the Color list, select a predefined color to use for the minor grid. If you want to choose from a larger selection of colors, click More... in the color box.
- 3 In the Grid Major area, complete the following:
 - ♦ In the Horizontal lines box, enter how often you want horizontal lines to be highlighted in the major grid. For example, if you enter 3 in the horizontal lines box, every third horizontal line will be highlighted in the major grid.
 - ♦ In the Vertical lines box, enter how often you want vertical lines to be highlighted in the major grid. For example, if you enter 5 in the vertical lines box, every fifth vertical line will be highlighted in the major grid.
 - ♦ From the Color list, select a predefined color to use for the major grid. If you want to choose from a larger selection of colors, click More... in the color box.
- 4 In the Style area, select one of the following grid styles:
 - ♦ Show grid as solid lines.
 - ♦ Show grid as dashed lines.
 - ♦ Show grid as dots.
- 5 In the Options area do either (or both) of the following.
 - ♦ To force the artwork tools to snap to the grid while entering points, check Snap to grid.
 - ♦ To force the artwork tools to snap to the guidelines while entering points, check Snap to guidelines.
- 6 Click OK.

Using Guidelines

You can use guidelines to help you precisely align text and designs in your embroidery designs. Guidelines are straight horizontal or vertical lines that you drag from the rulers into your design. These guidelines are easy to make and they are useful for setting alignment lines across the length or width of the design workspace. You can also move your vertical and horizontal guidelines, once created.

Creating new guidelines

To create a horizontal guideline:

- 1 Position the pointer inside the ruler at the top of the window.
- 2 Hold down the left mouse button and drag the guideline into the design window.
- 3 Release the mouse when the guideline is in the position you want.

To create a vertical guideline:

- 1 Position the pointer inside the ruler at the left side of the window.
- 2 Hold down the left mouse button and drag the guideline into the design window.
- 3 Release the mouse when the guideline is in the position you want.

To move existing guidelines:

- 1 Position the pointer on the guideline you want to move.
When the pointer is correctly positioned, you will see a double-arrow symbol appear next to it.
- 2 Hold down the left mouse button and drag the guideline to a new position in the design window.

- 3 Release the mouse button when you reach the desired position for your guideline.
The guideline is placed.

Removing guidelines

If guidelines are cluttering your workspace, you can remove them.




To remove all guidelines:





- Right-click on the rulers at the left or bottom of the window and click Remove Guidelines.
The guidelines are removed.

Viewing the sewing order

You can view the sewing order of designs by using the Simulator tools located at the bottom of the design workspace. The speed control determines the speed at which the design is drawn on the screen. You can slide the speed control from left to right to vary the rate of sewing.

To view the sewing order of a design and adjust the drawing speed, use any of the following sewing simulator settings from the Simulator:

Tools	What it does
	Previous Stitch: Move backward in the design by one stitch.
	Scrollbar slider: Drag the scrollbar slider to advance the design to a specific position. When the scrollbar slider is positioned over a color, you will see the specified thread color being sewn in the design. The entire length of the scrollbar slider represents the entire design.
	Next Stitch: Move forward in the design by one stitch.


Tools	What it does
	Simulate Sewing (backward): Move backward through the design.
	Pause/Stop: Pause or stop the design while drawing. When you play or resume sewing your design, stitching will continue from the location of the last stitch.
	Simulate Sewing: Move forward through the design.
	Speed: Slide the speed control to vary the rate of sewing.

Displaying a Hoop

Viewing the hoop or frame on the screen lets you ensure that your design fits properly when you run it on the machine. The hoop serves as a guide to help size and position your design in the design window.

FontWorks comes with many different pre-loaded hoop sizes. Your hoop size determines how large the design can be when it is saved.

Viewing the Embroidery Hoop

The Hoop  tool toggles the display of the embroidery hoop on and off. The hoop size is set by your settings under the Hoop dialog in FontWorks.

Clicking the Hoop tool has no effect on the current mode, but will affect your current zoom. If the hoop is off and you turn it on, the display will zoom to fit the hoop into the window. If the hoop is on, and you turn it off, you will be zoomed to fit.

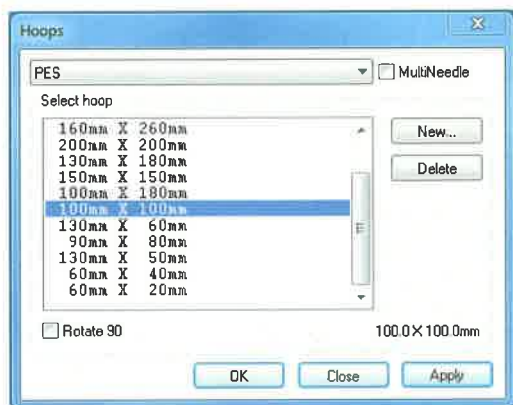
Changing Hoop Settings

You can select one of many pre-loaded hoops using the Hoop dialog. You will notice that you can select hoops from different file types in this dialog. This is useful when you want to make sure that your design will fit for more than one kind of embroidery machine.



The hoop that you select will be the limit to the size of the design for saving purposes. When you save a design that is too big for the hoop you have chosen, you will get an error message.

- 1 On the Home tab, click under the Hoop icon to open the fly-out menu.
You see the Hoops dialog.



- 2 From the list, select the design file format for the current design.



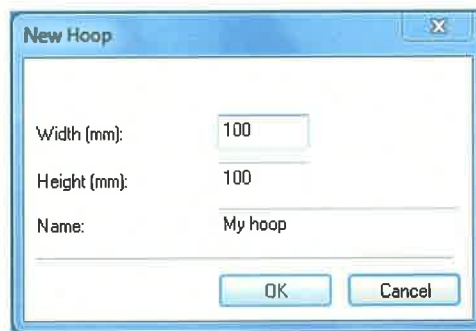
If you output designs in the PES format, you will see that there is an option to select "MultiNeedle" hoops. This applies only if you have a MultiNeedle embroidery machine. If you check this box, the list of hoop options will change to a list of hoops that are used with a MultiNeedle machine.

- 3 From the Select hoop area, select the hoop you want to display in your design window from the list.

- 4 To rotate the selected hoop 90°, select Rotate 90.
- 5 Click Apply.
The selected hoop will be displayed in the design window.
- 6 Click OK.

To create a custom hoop:

- 1 On the Home tab, click under the Hoop icon to open the fly-out menu.
You see the Hoop menu.
- 2 From the Hoop menu, click on Select Hoop.
You see the Hoops dialog.
- 3 Click the New... button.
You see the New Hoop dialog.



- 4 In the appropriate boxes, type in the desired height, width, and name for the new hoop.



Note that, if the "custom" hoop you are creating is a multi-needle hoop, you must add the letters MN in front of the name (e.g. MN My hoop), in order for it to be saved to the multi-needle hoops directory.

- 5 Click OK.
The New Hoop dialog closes, and the name of the new hoop is displayed in the list in the Hoops dialog box.




The newly created hoop must fit the embroidery machine and the embroidery field cannot be larger than the machine specifications.

Using the Ruler tool

The design window ruler runs across the top and left sides of the Design Window. It shows you the coordinates of your mouse and the placement of your text items.


Measuring designs

The Ruler  tool lets you measure the distance between any two points in your design workspace. When you measure from one point to another, the distance is displayed in the status line located at the bottom of the window. The status line shows the length of the ruler line, and the height and width (vertical and horizontal distance) relative to the start point of the measurement; it also shows the angle from the start point.



All measurements except the angle are calculated in the unit of measure you set using the Preferences dialog.

To measure designs:

- 1 On the Home tab, select the Ruler  tool.
Your cursor changes to a ruler when in the Design Workspace.
- 2 Click and drag your mouse until you are finished measuring the item.
- 3 Let go of your mouse when you are finished measuring.
- 4 Look in the status line at the bottom of your screen for the measurement.
- 5 Right-click to stop the Ruler tool, or click on the icon again on the Home tab.

Changing the Ruler Origin

The ruler origin is the point where the horizontal and vertical axes meet at zero on the rulers.

When you change the ruler setting, the new setting becomes the default for any existing or new design you open. Changing the origin is also useful for realigning the grid to your design.

To change the ruler origin:

- 1 Move the pointer to the top left corner of the rulers, where the rulers intersect.
- 2 Click the intersection, hold down the mouse button and drag the ruler to the location you want to place the origin.
As you drag, a large cross hair appears so you can place the cross hair exactly where you want it.
- 3 Let go of your mouse when the center of the cross hair is where you want the origin (0 point) to be.

Setting ruler units

Large numbered rulers indicate the measurement unit, such as inches or millimeters. The small ticks indicate the increments of the units. When you magnify or reduce the view, the increments of the unit measure adjust to reflect the changes. In addition, if you change the grid settings, the rulers change to fit the measurements you set.



The rulers change to fit the measurements you set in the next window you open.

To set the ruler units:

- Right-click on the ruler at the left or top of the window and select Metric or English from the context menu that appears.
You see the ruler units change accordingly.

Calibrating the screen for accurate measurements

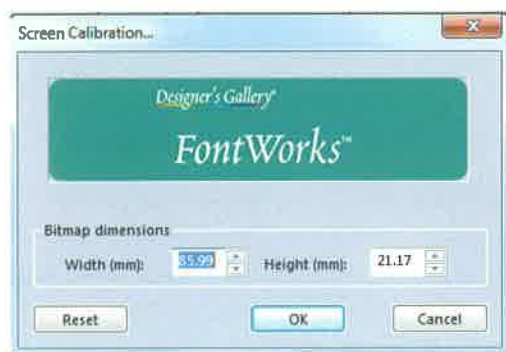
Screen calibration is a tool that allows you to calibrate your monitor to display design dimensions accurately. When you use the 1:1 tool (from the Zoom drop-down), the design workspace's ruler measurements will be accurate and match the number of millimeters or inches that the design measures.

To calibrate your screen:

- 1 On the Preferences tab click the Screen

Calibration...  button.

You see the Screen Calibration dialog.



- 2 To calibrate the screen, place a ruler against your monitor and measure the dimensions of the image in the dialog.
- 3 Enter the dimensions you recorded in the dialog on into the height and width boxes in the dialog.
- 4 Click OK.



You can go back to the original screen calibration by clicking the Reset button.

CHAPTER 4

Using the Lettering Tools

You can create beautiful lettering within your designs using the FontWorks tools. Generate unique embroidery text in an array of shapes and sizes using our powerful Text tool, as well as the vast selection of commercially available TrueType® fonts.


FontWorks also allows you to merge lettering and add any stock design with just a few clicks of your mouse.

In this chapter:


- Creating lettering using the Text, Circle, Monogram, Vertical, and Text to Stairs tools.
- Using Text on Path to create a text segment that follows a path, make adjustments to the path's shape, and save the new path shape.
- Using the Font Importer tool.
- Merging external stitch files into a design.
- Using the Font Art tool.

Normal Text

Creating Normal Text

Single and multiple-line text items are created using the Text  tool. When first added to the design workspace, they will appear with the normal proportions for the font, but can be adjusted.

To create normal text:

- 1 On the Home tab, select the Text  tool.
- 2 Click once in the design window.



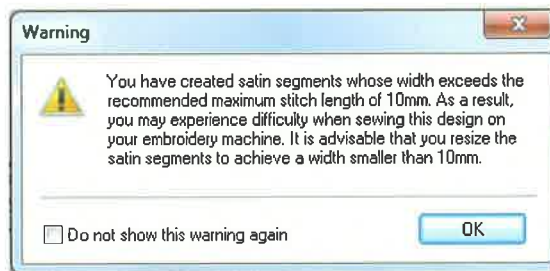
If another text item was already selected, your first click only de-selected that item. You'll have to click again.

The default text "MY TEXT" appear in the design window. You will need to make changes to this text in the Properties box.

- 3 In the Properties box, click the Text tab.
- 4 In the text box, change the default text accordingly.
- 5 Make any other changes in the Text Properties box.
For more information on changing normal text settings in the tabs, see "Normal Text Properties".
- 6 Click Apply.
Your text will change accordingly.

Tip: Avoiding Lettering with Oversize Stitches

By default, lettering will be composed of satin stitches. However, there is a practical limit to the length of a single stitch; in FontWorks, that limit is set at 10mm. Any re-sizing of a satin segment that results in the stitch length going above this limit will cause the following Warning dialog to be displayed:



If you see this warning message, it is strongly recommended that you modify the text segment, so that it does not have any stitches longer than 10 mm.

On the Fill tab of the Properties box, change the fill to a standard fill type. For more information, see "Adjusting Settings under the Fill Tab."



Check the "Do not show this warning again" box to stop this stitch length warning from appearing every time you create a satin column with a width greater than 10 mm.

To have the warning appear again after you have disabled it, reset it on the Environment tab of the Preferences dialog.

Adjusting a Text segment with the Frame Handles

Text segments can be adjusted in two ways: by way of a set of 'handles' that allow individual adjustments to the text by dragging them with the mouse, or by using the Properties box. (For details on adjustment that can be made by way of the Properties box, see Properties of Text Segments—Changing Text Properties).

The adjustment handles for Text have many functions; they can adjust the size, slant, width, angle, and envelope (overall shape) of the text segment. You can also select an individual letter in a normal Text segment, and adjust its position relative to the rest of the text, rotate it, or change its size.

The following sections detail the ways that Text items can be modified using the frame handles.

Adjusting the Size of Text

The size of text items can be adjusted using the Proportional Sizing handle.



This handle is the black pennant pointing up on the top-left of the text. If you drag this handle, you will see the design scale proportionally, which means that as you make the design wider, the design also gets taller.

Adjusting the Width of Normal Text Items

The Width of text items can be adjusted using the Width handle.



This handle is on the bottom-right of the design and it appears as a black pennant pointing right. If you drag this handle, you will be able to adjust the width of the design, but you will not be able to change the height.



If you want to adjust the height of a design, it can be done in the Height (mm) box in the Text tab. Enter the new size and click Apply.

Adjusting the Corners of Normal Text Items

The corners of text items can be adjusted up or down using the Corner handles.



The Corner handles are the black squares at the corners of the design. They adjust the vertical position of each corner.

Using the Envelope Handles

Normal Text items can be made to fit inside a shape, called an envelope. To adjust this shape, use the Envelope handles.



The Envelope handles are the round black handles that are centered on the design, both above and below the text. These handles can be moved vertically to form a curved shape to the text, top and bottom independently. Used in combination with the Corner handles, a wide variety of text effects can be achieved.

Rotating Text

To rotate text, use the rotation handle. The rotation handle is the blue circle at the top-right of the design. Place your cursor over the rotation handle and the cursor will change to a circle-arrow handle.



Dragging this handle rotates the design to any angle. You will see an outline of the design rotate onscreen as you are dragging, and the text will recalculate when you release the mouse.

Adjusting the Kerning (space between letters)

The space between individual letters can be adjusted using the kerning handles.



The kerning handles are the blue diamond shaped handles that appear between each letter. These handles move horizontally and can be dragged to adjust the space between each letter.



If you move a kerning handle in the middle of a word, you adjust only the space between those two letters, thus if you add space, you will see the entire text item expand, keeping the distances you have between each of the other letters.

Adjusting Individual Letters in a normal Text Segment

Repositioning Individual Letters

Individual letters can be moved with the letter handles.



The letter handles are the light orange squares in the center of each letter. You can click on the letter handle to activate individual letter size and rotation handles, or you can drag the letter handle to adjust the letter position left, right, up or down.

Adjusting Individual Letter Sizes

Letters can be individually resized using the letter size handles.




Letter size handles appear only when an individual letter handle has been clicked on. These handles are the green squares on the top-left and bottom-right of the letter. Dragging them increases or decreases the proportional size of the individual letter.

Rotating Individual Letters

Individual letters can be rotated using the letter rotation handles.



The letter rotation handles appear only when an individual letter has been selected. These handles are the green circles on the top-right and bottom-left of the letter frame. Place your cursor over the letter rotation handle and the cursor will change to a circle-arrow handle .

These handles can be dragged to rotate the individual letter; similar to the way the rotation handle will rotate a whole text item.




When the cursor is placed over the frame handles, the cursor changes for the different functions.

Circular Text

Creating Circular Text

Use the Circle Text  tool to create text with a circular shape. These will be created with normal proportions for the font, and can be adjusted.

To create Circular text:

- 1 On the Home tab select the Circular Text  tool.
- 2 Click once in the design window.



If another text item was already selected, your first click only de-selected that item. You'll have to click again.

The default text, "MY TEXT" appears in the design window. You can change this text in the Properties box.

- 3 In the Properties box, click the Circle tab.
- 4 In the upper and lower text boxes, change the default text accordingly.
- 5 Make any other changes in the Circle tab of the Properties panel.

For more information on changing the segment's properties, see "Circle Text Properties."

- 6 Click Apply.

Your text will change accordingly.

Adjusting Circular Text

The Circular Text tool makes lettering in the shape of circle. You can adjust the size, width and spacing of the letters, as well as the size of the circle. You can also rotate the letters around on the circle, and easily encircle an embroidery design.



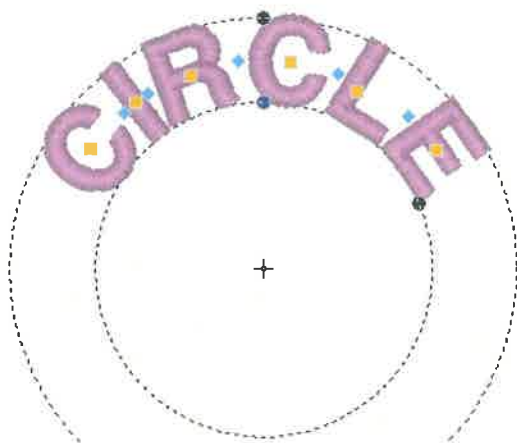
Circular Text is controlled in two ways: by clicking and dragging on the handles of the text frame with the mouse, or by using the Properties box.

Once you have created a Circular text segment, you enter the text you want in the Upper and Lower text boxes on the Circle Text properties page. For more information, see "Circle Text Properties."



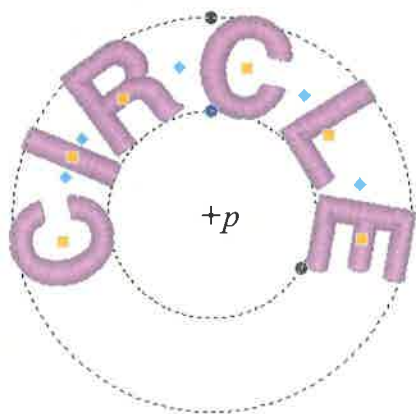
Circle Text handles rotate with the text. All terms, such as 'top-center' refer to the text in its initial position without rotating.

The adjustment handles for circle text can do many things.



Adjusting the Size of Circular Text

The Sizing handle will adjust the height of Circular Text letters.



This handle initially appears on the top of the design and it appears as a black dot. If you drag this handle, you will see the design scale proportionally, which means that as you make the design taller, the design also gets wider. As you resize the design, however, the basic circle that the text is on does not change.

Adjusting the Width of Text Around a Circle

The width handle adjusts the width of the text.



This handle initially appears on the bottom, right of the text as a black dot. If you drag this handle, you will be able to adjust the width of the design, but you will not be able to change the height. This has the effect of filling around the circle more (wider text) or less (narrower text).

Rotating Text Around the Circle

Text can be rotated around the circle using the rotation handle.




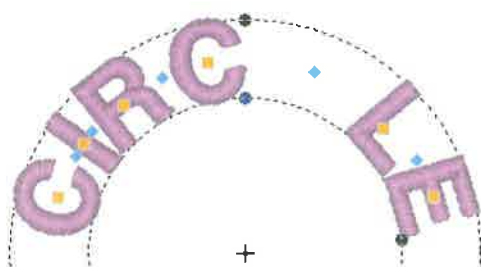
The rotation handle is the blue disk at the bottom-center of the lettering. Place your cursor over the rotation handle and the cursor will change to a circle-arrow handle.

Dragging this handle rotates the design to any angle. You will see an outline of the design rotate onscreen as you are dragging, and the text will recalculate when you release the mouse. This handle also controls the diameter of the circle that the text is on. Moving the cursor closer to the center of the circle creates a smaller diameter, and moving the cursor away from the center creates a larger diameter circle.

Adjusting the Kerning (space between letters)

You can adjust the space between each letter in the text with the kerning handles. The kerning handles are the blue squares between each letter. These handles move horizontally and can be dragged to adjust the space between each letter.

 If you move a kerning handle in the middle of a word, you adjust only the space between those two letters, thus if you add space, you will see the entire text item expand, keeping the distances you have between each of the other letters.



Adjusting Individual Letters in a Circle Text segment

Moving a Letter

Individual letter positions can be adjusted using the letter handles.



The letter handles are light orange in color, and appear in the center of each letter. You can click on the letter handle to activate individual letter size and rotation handles, or you can drag the letter to adjust its position left, right, up or down.


Adjusting the Letter Size

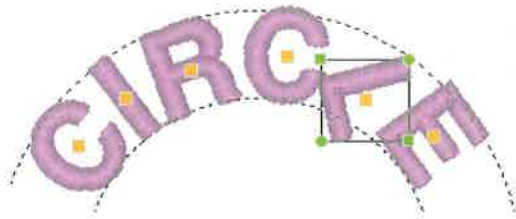
Individual letter size can be adjusted with the letter size handles.



Letter size handles appear only when an individual letter handle has been clicked on. The letter size handles are on the top-left and bottom-right of the letter and are olive green. These handles can be dragged to increase or decrease the proportional size of letters.

Rotating Individual Letters

Individual letters can be rotated with the letter rotation handles. These appear only when an individual letter handle has been selected. The letter rotation handles are on the top-right and bottom-left of the letter and are green. Place your cursor over the rotation handle and the cursor will change to a circle-arrow handle .



These handles can be dragged to rotate the individual letter; similar to the way the Rotation handle will rotate a whole text item.

Monograms

Creating Monograms

Monogram Text items are created with the Monogram Text **M** (Monogram) tool. Monogram text items use a different set of fonts, with Decorations available for some of them.

To create monogram text:

- 1 On the Home tab, select the Monogram Text **M** tool.
- 2 Click once in the design window.



If another text item was already selected, your first click only de-selected that item. You must click again to select the segment.

The default text "ABC" appears; this can be changed using the Properties box.

- 3 In the Properties box, click the Monogram tab.
- 4 In the Letters box, change the default text accordingly.
- 5 Make any other changes in the Monogram Properties box.

For more information on changing normal text settings in the tabs, see "Monogram Properties".

- 6 Click Apply.

Adjusting Monogram Text

Monogram text creates traditional three letter monograms. Depending on the font chosen, you can also add decorations to the monogram.

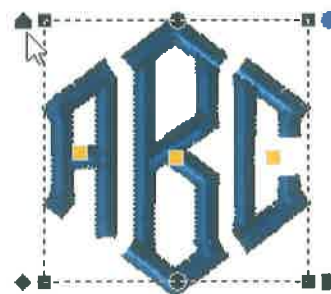


Monogram Text is controlled in two ways: A set of 'handles' that allow individual adjustments to the text by dragging them with the mouse, and using the Properties box.

The adjustment handles for Monogram text can adjust the size and shape of the Monogram in many different ways.

Adjusting the Size of a Monogram

You can adjust the size of a monogram with the Sizing handle.



The sizing handle is on the top-left of the design and it appears as a black pennant pointing up. If you drag this handle, you will see the design scale proportionally, which means that as you make the design wider, the design also gets taller.

Adjusting the Width of a Monogram

The monogram width can be adjusted using the width handle.



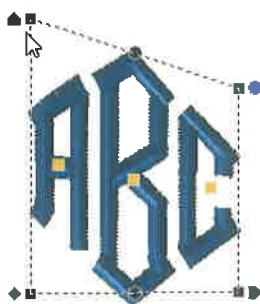
This handle is the black pennant at the bottom-right of the monogram. If you drag this handle, you will be able to adjust the width of the design, but you will not be able to change the height.



If you want to adjust the height of a monogram, it can be done in the Height (mm) box in the Monogram tab of the Properties panel; enter the new size and click Apply.

Adjusting the Corners of the Monogram

The corners of a monogram can be adjusted vertically using the corner handles.



The corner handles are the black squares at each corner of the design. They adjust the vertical position of each corner.

Adjusting the Shape of a Monogram with Envelopes

Monograms can have their outer shapes adjusted with the corner handles.



Envelope handles are the round handles that are centered on the design, both above and below the text. These handles adjust vertically to form a curved shape to the text, top and bottom independently.

Rotating the Monogram

Monograms can be rotated using the rotation handle. The rotation handle is at the top-right of the design and appears as a blue circle. Place your cursor over the rotation handle and the cursor will change to a circle-arrow handle.

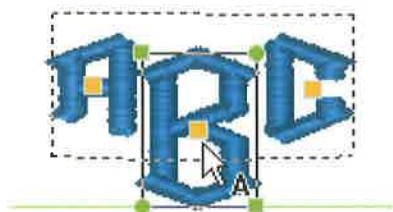


Dragging this handle rotates the design to any angle. You will see an outline of the design rotate onscreen as you are dragging, and the text will recalculate when you release the mouse.

Adjusting Individual Letters in a Monogram

Repositioning Individual Letters

Individual letters can be repositioned in a monogram using the letter handles.



The letter handles are the light orange squares that appear in the center of each letter. You can click on the letter handle to activate individual letter size and rotation handles, or you can drag the letter to adjust its position left, right, up or down.


Resizing Individual Letters

Individual letters can be resized in a monogram using the letter size handles.



Letter size handles appear only when an individual letter has been selected. These are the green squares on the top-left and bottom-right of the letter. Drag them to change the relative size of the selected letter.

Rotating Individual Letters


Letters in a monogram can be rotated using the letter rotation handles. They appear only when an individual letter has been selected. The letter rotation handles are on the top-right and bottom-left of the letter. Place your cursor over the rotation handle and the cursor will change to a circle-arrow handle .




These handles can be dragged to rotate the individual letter; similar to the way the rotation handle will rotate a whole text segment.

Vertical Text

Creating Vertical Text

Vertical Text items are created using the Vertical Text (Vertical)  tool. Vertical text items are those that are created vertically.

To create vertical text:

- 1 On the Home tab, select the Vertical Text  tool.
- 2 Click once in the design window.



If another text item was already selected, your first click only de-selected that item; you will have to click again.

The default text, "MY TEXT" appears; you will can change this text in the Properties box.

- 3 In the Properties box, click the Vertical tab.
- 4 In the text box, type in the desired text.
- 5 Make any other changes in the Vertical Text Properties box.

For more information on changing normal text settings in the tabs, see "Vertical Text Properties".

- 6 Click Apply.
Your text will change accordingly.

Adjusting Vertical Text

Vertical Text can be adjusted in two ways: by way of a set of 'handles' that allow individual adjustments to the text by dragging them with the mouse, or by using the Properties box. The frame handles have a number of functions.

Adjusting the Size of Vertical Text

The size of text items can be adjusted using the Proportional Sizing handle.



This handle is the black pennant pointing up, at the top-left of the text. When you drag this handle, the design scales proportionally – that is, as the design gets taller, it also gets wider.

Adjusting the Width of Vertical Text

The width of text items can be adjusted using the width handle.




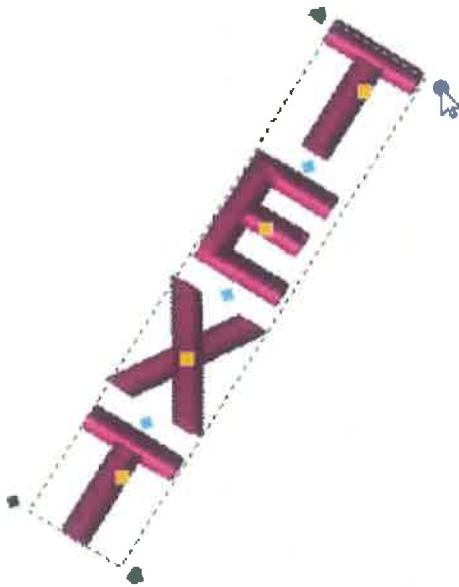
This handle is the black pennant pointing right on the bottom-right of the design. As you drag this handle, it will adjust the width of the design, without changing the height.



If you want to adjust the height of a design, do it in the Properties box, or with the Proportional size handle, then adjust the Width handle to achieve the exact size you need.

Rotating Vertical Text

To rotate vertical text, use the rotation handle. The rotation handle is the blue circle at the top-right of the design. Place your cursor over the rotation handle and the cursor will change to a circle-arrow handle .



Dragging this handle rotates the design to any angle. You will see an outline of the design rotate onscreen as you are dragging, and the text will recalculate when you release the mouse.

Adjusting the Kerning of Vertical Text

The space between individual letters can be adjusted using the kerning handles.



The kerning handles are the blue diamond shaped handles that appear between each letter. These handles move vertically and can be dragged to adjust the space between each letter.

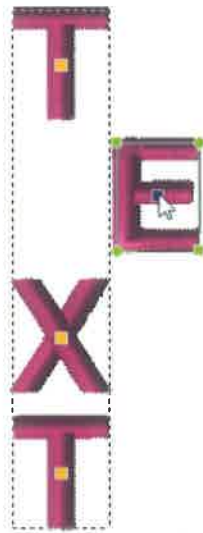


If you move a kerning handle in the middle of a word, you adjust only the space between those two letters, thus if you add space, you will see the entire text item expand, keeping the distances you have between each of the other letters.

Adjusting Individual Letters in Vertical Text

Repositioning Individual Letters

Moving individual letters can be accomplished with the letter handles.



The letter handles are the light orange squares that appear in the center of each letter. You can click on the letter handle to activate individual letter size and rotation handles, or you can drag the letter handle to adjust the letter position left, right, up or down.

Adjusting Individual Letter Sizes

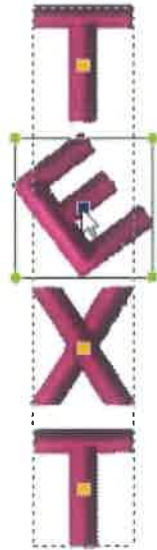
Letters can be individually resized using the letter size handles.




Letter size handles appear only when an individual Letter handle has been clicked on. The letter size handles are on the top-left and bottom-right of the letter and are olive green. These handles can be dragged to increase or decrease the proportional size of the individual letter.

Rotating Individual Letters

Individual letters can be rotated using the letter rotation handles.



The letter rotation handles appear only when an individual Letter handle has been clicked on. The letter rotation handles are on the top-right and bottom-left of the letter and are olive green. Place your cursor over the rotation handle and the cursor will change to a circle-arrow handle .


These handles can be dragged to rotate the individual letter; similar to the way the Rotation handle will rotate a whole text item.

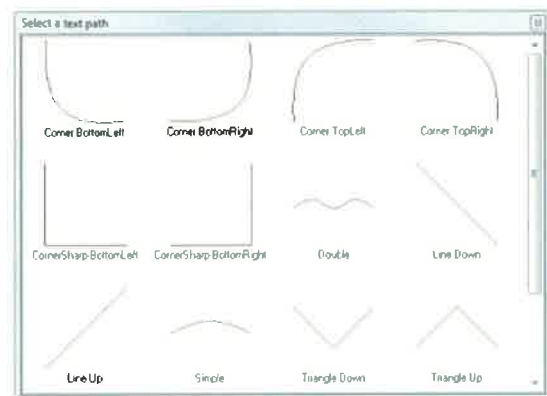
Creating Text on a Path

The Text on Path tool creates lettering that follows a set linear path. For example, you can use the Text on a Path tool to create text that bends to follow the curved edge of a garment.

FontWorks comes with a set of shapes already installed for you to choose from; or, you can create and save your own shape, using the Edit base line command. See “Creating a Custom Text on a Path Shape.”

To create text along a path:

- 1 On the Home tab, select the Text on Path  tool.
- 2 Click once in the design window.
You see the Select a text path dialog.



- 3 Select one of the paths from the Select a text path dialog.
The default text, “MY TEXT” appears in the design window along the chosen path.
- 4 To change the path shape that is applied to the text, perform the following steps:
 - ♦ Right-click on the text segment.
 - ♦ In the option menu that appears, choose “Text Paths...”
You see the Select a text path window.

- ♦ To select the path you want, left-click it.
The Select a text path box closes, and you see that the new path has re-shaped your text in the design window.
- 5 To modify the Text on Path segment, open the properties panel.
- 6 In the input text box, change the default text.
- 7 Make any other changes on the Properties panel.
For more information on changing text settings in the tabs, see "Editing Text in the Properties Box" and "Normal Text Properties".



The properties of Text on a Path are the same as those for Normal Text, except that you cannot have multiple lines in a Text on a Path segment.

- 8 Click Apply.
Your text will change accordingly.

Creating a Custom Text on Path Shape

In addition to the Text on a Path shapes already installed with your FontWorks software, you can create and save your own shape, using the Edit base line command.

To create a custom path:

- 1 Select the Text on a Path tool and use it to create a text segment.
- 2 With the Text on Path text still selected, right-click and choose Edit base line from the options menu.
The baseline shape appears along the bottom of the text, showing the anchor points (blue squares).




- 3 Click and drag the anchor points and direction lines to modify the shape of the baseline.
- 4 Right-click to re-generate the Text on a Path.
- 5 To save your custom shape, right-click and choose "Export line" from the options.
You see a Save as dialog.
- 6 Type in a name for the new Text Path and click save.
The new path will now appear in the Select paths dialog when you use the Text on Path tool.




In the "Select a text path" dialog, system paths will be shown in red, while user-created paths are shown in blue.

Text to Stairs

Creating a 'Text to Stairs' segment

Text to Stairs items are created using the Text to Stairs  tool. In a Text to Stairs text item the letters are arranged so that they go down an angled path, as if they were on a staircase. By default, the Text to Stairs path will descend at a 45-degree angle, but this angle can be adjusted in the properties panel.

To create Text to Stairs:

- 1 On the Home tab, select the Text to Stairs  tool.
- 2 Click once in the design window.



If another text item was already selected, your first click only de-selected that item. You'll have to click again.

By default, "MY TEXT" appears in the design window. You will need to make changes to this text in the Properties box.

- 3 In the Properties box, click the Stairs tab, and type the desired text into the Text field.
- 4 Make any other changes in the Stairs Properties box.



By default, the Text to Stairs item will descend at a 45° angle. You can adjust the angle by entering a different angle in the Line angle field Properties box.

To make a text segment that ascends, rather than descends, enter a negative sign in front of the value in the Line angle field (0° will make a horizontal line).

For more information on changing the properties of these segments, see “Text to Stairs Properties”.

- 5 Click Apply.
Your text will change accordingly.

Adjusting Text to Stairs using the frame handles

Text to Stairs segments are controlled in two ways: either by dragging a set of ‘handles’ with the mouse to adjust the segments bounding box, or by way of the Properties box. For more information, see “Text to Stairs Properties.”

The adjustment handles on the Text to Stairs frame can be used to adjust the slant of the letters within the segment, and to rotate the segment as a whole.



You can also use the mouse to select and adjust individual letters within the Text to Stairs segment; this works in exactly the same way as it does in normal Text.

For more information, see Normal Text—Adjusting Individual Letters in a Text segment.


Adjusting the Slant of the Lettering

The slant of letters in a Text to Stairs segment can be adjusted using the slant handle; this is the black diamond-shaped handle on the left side of the text frame.



By clicking and dragging on this handle, you can make all the letters in the selected segment slant forward or backward, depending on which way you drag the mouse.

Rotating a Text to Stairs segment

Use the rotation handle to rotate the selected Text to Stairs segment. The rotation handle is the blue circle at the top-right of the text frame. Hold the cursor over the rotation handle and it will change to a circle-arrow handle .



Dragging this handle rotates the text to any angle. As you are dragging, a preview of the text in outline rotates in the Workspace window. When you release the mouse, the text's stitches will be recalculated.

Applying Special Characters

All four modes of text will allow you to type in the text that you want to embroider; however, there is some variation between modes as to what you can type in. For instance, you cannot create a multi-line monogram. Despite the differences, the method of typing in special characters remains the same. When using the text box, you can type in any character on your keyboard, plus you can type in characters by their ASCII number. An ASCII number is a four digits code which represents a character that may not have a key

to represent it; for example, TM or ® are symbols that exist in some fonts but are not type-able on a standard US/English keyboard.

In order to type in an ASCII code for a special character, you hold down the 'Alt' key while typing in the ASCII number. When you release the 'Alt' key, the character will appear.



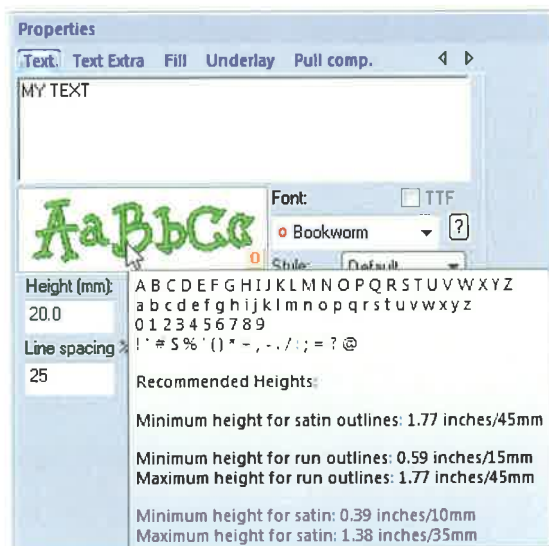
Due to Windows constraints, you must type the numbers on the keyboards numeric keypad for this to work.

Displaying a font's list of characters

There is a display on the Text tab that shows you what characters you can type – simply click on the '?' button, located next to the font name. You will see a display similar to the following:



You can also place your cursor over the preview image of fonts to view the characters you can type as well as minimum and maximum height recommendations.



Word Drops

Word Drops allows you to create a template. In a template, a word segment can be replaced in the same location many times. An example would be to create T-shirts for each player on a sports team. Instead of creating a separate design for each T-shirt, use Word Drops to create each shirt using the same logo design, but with a different name.


Each design that will be generated by the tool will have its own row in the dialog, displaying the text, the font, the font height, and the alignment of the lettering. Add a new row for each separate embroidery design you need.

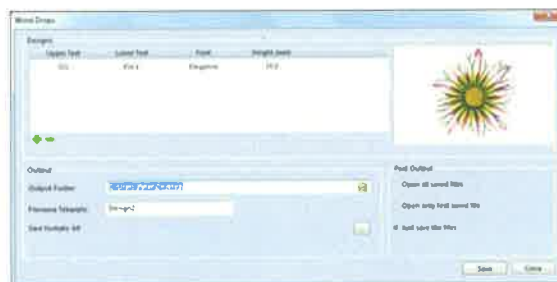
To use the Word Drops Tool:


- 1 Create the design you want to use as a basis for the Template; using one of the text tools, include some "placeholder" text in the design.

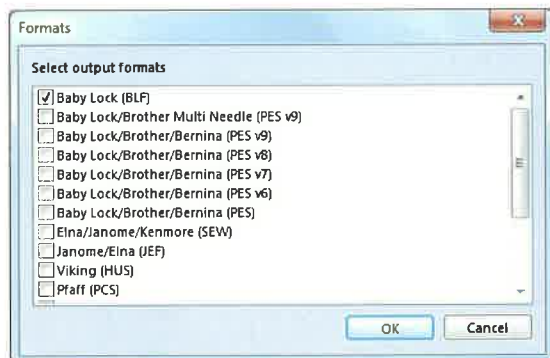


The Word Drops will only work with files that contain only a single text segment.

- 2 Save the design.
- 3 On Home tab, click on the Word Drops  icon.
You see the Word Drops dialog.



- 4 In the Output directory box, browse to the folder to use as the destination for the generated files.
- 5 In the Base filename field, enter a name to use as the basis for the designs generated by the Word Drops tool. When the files are generated, the file names they will be given will consist of the Base name, plus a sequential two-digit number - e.g. team 01.blf, team02.blf, team03.blf, etc.
- 6 From the radio buttons on the dialog select the behavior of the Word Drop tool after generating the new files.
 - ♦ **Open all saved files:** Each file will open (in its own tab) in the workspace.
 - ♦ **Open only first saved file:** Only the first of the files will open.
 - ♦ **Just save the files:** The files will be generated and saved, but not opened.
- 7 To output the generated files in your choice of stitch format, do the following:
 - ♦ Click the Save formats  button.
The Formats dialog opens.



- Check the box (or boxes) next to the file formats that you wish to generate.

If you choose more than one format, a separate file will be generated for each format.


- Click Okay.

The Formats dialog will close; the selected format (or formats) will be listed in the Word Drops dialog beside "Save formats."

- 8 To add new rows to the Word Drop table, do the following:

- Click the "Add Name" button .

A new row will appear in the Word Drop table, with the Text field already selected.

- Type the next name in the field.
- Repeat the above until all lines have been added.
- You can remove a row by clicking the "Remove name"  button.

- 9 In the text column of the table, enter the text needed for each design.

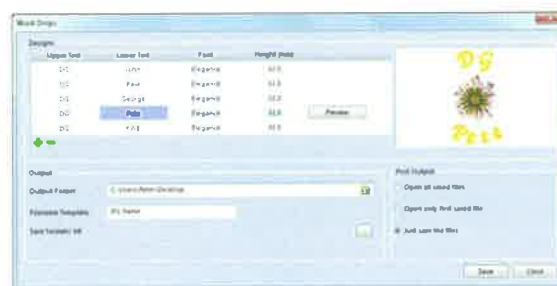
- 10 If needed, make any of the following modifications to settings in the table by double-clicking the appropriate cell:

- Choose a new font for the text.
- Change the height of each name individually.
- Change the Alignment in the Align cells (left, right, center).



Alignment is not applicable to Circular Text segments.

- 11 To see how these modifications affect the design, select a column and click the **Preview** button in the final column.




- 12 Click Save to create the files.

The specified files will be generated, and saved to your destination folder.

Depending on which setting you chose in step 6, one or all of the files will open in your workspace.

Font Art

The Font Art  tool is a special type of text tool, that generates a number of words and places them into a shape. The text paths are scattered randomly within the boundaries of the envelope shape, which you select from the dialog.

Use the dialog to set other parameters of the design, such as the maximum number of text paths that will be included, the font used, the orientation of the text, etc.

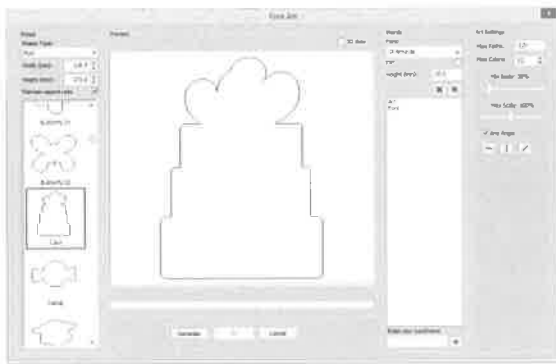
You can see how the Font Art will look in the Preview window before you actually place it in your design. This allows you to adjust settings, and re-generate the Font Art as often as required to get the desired result.

To use Font Art:

- 1 Use an existing design page or create a new design page.

- 2 On the Home tab, click the Font Art  tool icon.

You see the Font Art dialog.



- 3 In the Shape area, do the following:
 - ♦ Select a stitch type from the "Shape Type" drop-down list:
 - ♦ **Run:** The envelope shape will be generated as a simple run stitch.
 - ♦ **Run Bean:** The envelope shape will be generated as a bean stitch (also known as three-ply or triple stitch).
 - ♦ **Satin:** The envelope shape will be created as a satin or zig zag column.
 - ♦ Enter the overall dimensions of Font Art outline or envelope the "Width (mm)" and "Height (mm)" fields. Click the up and down-arrows next to these fields to fine-tune the dimensions in 1 mm increments.


The "Maintain aspect ratio" box will be checked by default; when checked, both height and width will be scaled proportionally when you adjust either dimension.




You can uncheck "Maintain aspect ratio" if you want to change one dimension without affecting the other.

- ♦ Select a Font Art Shape (envelope) from the "Shape" column.

The selected shape will appear in the Preview pane.

- 4 In the "Words" column, select the font you want to use from the drop-down list. To select from your available TrueType® fonts, check the "TTF" box.
- 5 If not using the default height for the selected font, enter a value in the "Height (mm)" field.

 Note that not all of the FontWorks fonts will appear in the drop-down list, since not all of them are compatible with the Font Art feature.

- 6 To add words to the Font Art design, do the following:
 - ♦ Type your text into the "Enter new word here" field, and click the "Add Word"  button.
 - ♦ Repeat the above for each word or phrase that you want to add.
The words you have added will appear in the Words list.
 - ♦ If you need to remove a word after it has added, select it and click the "Remove Word"  button. To remove all words in the list, click the "Remove All Words"  button.
- 7 In the "Art Settings" area, do the following:
 - ♦ In the "Max Paths:" field, enter maximum number of words that you want to include in the design.
 - ♦ The words in the finished design will have colors randomly assigned to them. You can limit the maximum number of colors that will be used by entering the desired value in the "Max colors" field (up to 15).
 - ♦ In the Scale fields (Min Scale/Max Scale), click and drag the sliders to set the text segment height range generated.

The minimum and maximum height are expressed as percentages, where 100% equals the original font height as set in the "Words" area, "Height (mm)" setting.

- ♦ Select the orientation of the words within the frame.
- ♦ **Any Angle**: When this box is checked, the words in the finished design will be oriented at random angles.
- ♦ **Horizontal** ☐: All text paths will be oriented along the horizontal.
- ♦ **Vertical** ☐: All text paths will be oriented up and down.
- ♦ **Diagonal** ☐: Text will be placed at a 45° angle.



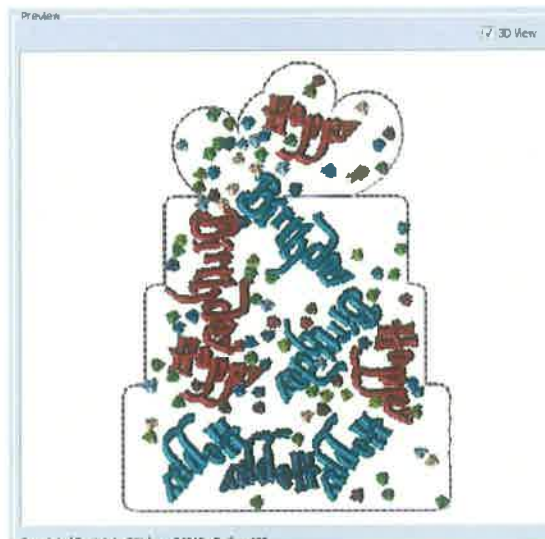
You can also select any combination of Horizontal, Vertical and/or Diagonal to create a combination of orientations in the finished design.

- 8 Click the "Generate" button to see the Font Art in the Preview window.



If you click the "Generate" button again, the Font Art tool will create a new arrangement of the words you have entered. You can re-generate the design as often as you like until the desired result is achieved.

- 9 (Optional): Check the "3D View" box (located at the top of the Preview window) to see a realistic preview of the finished Font Art design.



Sometimes, if there are many paths in the Font Art, the Generate command will take a few seconds to process; a progress bar located along the bottom of the Preview window, will display the status of the stitch generation.

- 10 If required, adjust your Shape, Words, scale, and Art Settings, and re-generate until the desired effect is achieved.
- 11 When ready to place the Font Art in the design, press the "OK" button.

The Font Art will appear in the workspace.



You can make additional adjustments to your words after the Font Art is placed in the workspace.

CHAPTER 5

Properties of Text Segments

FontWorks provides an easy and efficient way to help you change the properties of your text segments.



Note that these property changes apply to designs created within FontWorks only; you may not change the properties of embroidery designs imported into FontWorks using the Browser or Merge design feature.

In this chapter:

- Adjustments that can be made to properties of all the different kinds of Text segments.
- Pull-Compensation settings
- Underlay settings
- The Text Styles – Default, Run, Trapunto, Appliqué, Spiral, and Default with Run – and the properties that can be set for each

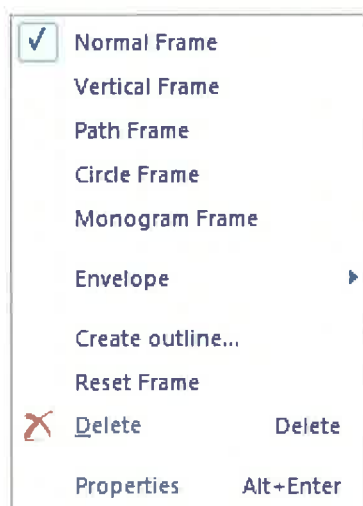
Changing Text Properties

You can right-click on any text, regardless of its type, and an edit menu will appear. This menu allows you to change several important text properties, such as changing or resetting frames and changing envelopes.

To change various text properties using the Properties box, see "Editing Text in the Properties."

Changing Text Modes

The Text Mode can be changed for an existing text item in FontWorks. You can change an existing text item to Normal Frame, Vertical Frame, Path Frame, Circle Frame, or Monogram Frame. Right-click the text item and select the text mode from the menu.



Selecting Pre-Defined Envelopes

The Envelope feature allows you to set the Corner Handles and the Envelope Handles into several pre-defined patterns. You can use the envelope feature for normal and monogram text. In the design window, right-click on the created text and select Envelope from the menu.

- Rectangle
- Bridge Concave Top
- Bridge Concave Bottom
- Double Concave Bridges
- Bridge Convex Top
- Bridge Convex Bottom
- Double Convex Bridges
- Concave Top Convex Bottom
- Convex Top Concave Bottom
- Pennant Right
- Pennant Left
- Fish Left
- Fish Right
- Wave Up
- Wave Down

Envelope options

Create Outlines

With the "Create outlines" tool, you can add run or satin border surrounding the selected text. You can vary the distance between the text and the outline by adjusting the offset value in the Create Outlines dialog.

To create an Outline:

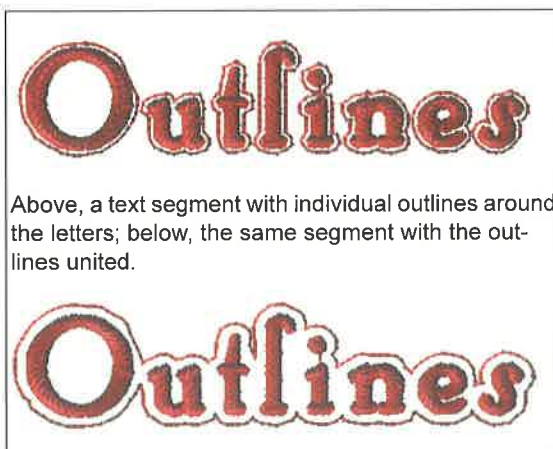
- 1 Select the text using one of the text tools.

- 2 Right-click and select Create outline from the menu.

You see the Create Outline dialog.



- 3 In the Style section, select either Run or Satin to determine the style of the outline stitches
- 4 In the offset field, enter the distance desired between the original text and the outline.
- 5 On the Create outline dialog, you will see that "Unite outlines" is checked by default; this means that the outlines around each letter will be combined into a single, continuous shape. You can uncheck this box to create satin or run outlines around each letter individually.



Above, a text segment with individual outlines around the letters; below, the same segment with the outlines united.

- 6 Click OK.

Text Direction

The Text Direction commands are only used to change the location of text in Circle Mode.

Right-click the selected text and a context menu will appear. If you select "Text Direction Reverse", the text in the Circle frame will switch positions - the text in the upper part of the circle will move to the bottom of the circle, and text in the bottom will move to the top. To put the order back the way it was, right-click and select "Text Direction Normal" from the menu.

Resetting Individual Letters

The Reset Letter command is useful when you have manipulated a letter and want to reset it so that it looks as it would if it was never individually adjusted. This command is available when you activate individual letter size handles and right-click the individual letter with your cursor.

Resetting the Frame

The Reset Frame command is useful when you have altered your text a bit too much and want to start over.

Deleting Text

The Delete command deletes the currently selected Text Item.

Properties

The Properties command will show the Properties box if it is not currently in view.

Editing Text in the Properties Box

The Properties box allows you to type in the actual text for your design and change its appearance, reflecting the type of text item that is currently selected.



The Properties box has tabs that allow you to adjust specific settings. The first of the tabs will be labeled, "Text," "Circle," "Monogram," or "Vertical" depending on the text item you have selected. The other tabs are labelled "Text Extra," "Fill," "Underlay" and "Pull comp."

The properties that can be set in the first tab (that is, the "Text," "Circle," "Monogram," or "Vertical" tab) are described in their respective sections, later in this chapter. The settings on the "Text Extra" tab are described in the section "Text Extra Settings."



For more information about underlay, see "Changing Underlay Properties"; for more information about the "Pull-comp." tab, see "Adjusting Pull-compensation".

The Text tab is used to enter the letters you want to embroider. Most of these settings will be familiar to users of word processing programs.

Letter Height

The Letter Height field is where you enter the height desired for the lettering.

When you click the '?' button, located next to the font name, you can view a font's minimum and maximum height recommendations. They may also be viewed by placing your cursor over the preview image of fonts in the Text tab.

Selecting Fonts

Under the text box is an image showing a sample of the font. The font is selectable from the drop-down box below the font image. You can click on the down-arrow to see a list of the fonts.



To scroll through the list of fonts and see what they look like, click on the down-arrow, then use the up and down arrows on your keyboard to move through the font list. This allows you to preview the fonts without having to select each one.

You will notice that some fonts have a particular size in their name, such as, "Block 4mm". This is because that particular font is designed stitch-by-stitch for a particular size. You can change the size of the font, but it is not recommended. Stitches in these fonts do not recalculate, as with the others.

Selecting TrueType® Fonts (TTF)

You can also select the TTF option to view a list of available TrueType® fonts. The list of fonts shown in the Fonts drop-down list will change accordingly.



Note that the Style property cannot be applied to TTF fonts.

Spacing

The spacing control adds a specific amount of space between each letter. Thus, if you wanted to space your letters out, you can type a 2 in here and click 'Apply'. If the spacing is set to zero, the default, then the normal kerning operation for the font is used. You can use this parameter to make the spaces between the letters less than zero. You can also move the letters closer together than the default, or individually adjust the letter spacing, by adjusting the letters with the kerning handles. For more information, see the sections on "Normal Text", "Circle Text", "Monogram Text" or "Vertical Text".

Width Percentage

The purpose of the Width % setting (sometimes called "Width compensation") is twofold: To adjust the width of the text item for appearance, or to compensate the text width so that you get a greater accuracy in the final output size. The Width Compensation adjustment is set in terms of percentage, and automatically gets updated as you drag the Width handle on the text item.

When compensating the text, a small percentage adjustment is used to widen the text to make up for normal shrinkage that happens to the fabric during embroidery. If you are aligning the text to other items, such as other text items, then this compensation can be used to keep your alignment sharp. If you are unsure whether or not you might need some compensation, sew a test sample.

Slant

Use the Slant setting to create a slanted effect for your lettering. Slant changes the degree value of the slant on your lettering. A negative value slants your lettering to the left; a positive value slants it to the right.

Slant +
Slant -

Positive slant to the right and negative slant to the left

Spelling Checker

The Spell Checker feature is accessed through the Properties box in FontWorks. You can check the spelling of text segments created by any of the following tools: Text, Circle Text, Vertical Text, or Text on a Path.



Note that Spell Checker uses the Microsoft Word spell check function, so it only works on computers that have Microsoft Word installed.

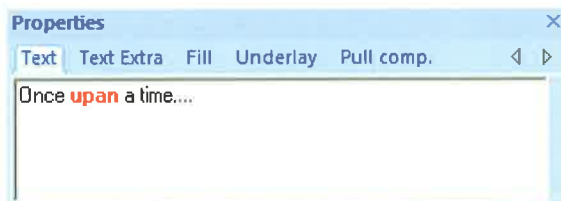
To use the Spell Checker feature:

- 1 Select one of the Text tools, click once in the Workspace.
- 2 On the Properties panel, click the Spell

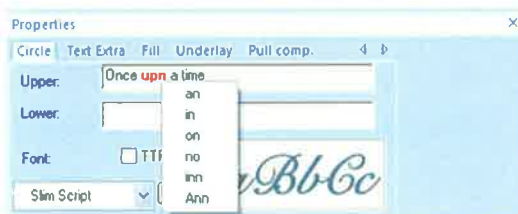
Checker  button to turn the Spell Checker on.

- 3 In the text input box on the Properties page, type in the desired text.

Any word that is misspelled will now show in red; correct words remain black.



- 4 To see a list of suggested correct spellings, right-click in the text entry box next to the incorrect word.
A list of alternatives appears below the text entry box.



- 5 Click on the correct word that you want to replace the incorrect one.
Your choice replaces the incorrect word.
- 6 Click Apply to create the text segment in your workspace.
- 7 Click the Spell Checker button again to turn off Spell Checker.

Normal Text Properties

Normal Text properties are adjustments specific to normal text that can be made from the Properties box. Remember, each version of text (Normal, Circle, Monogram, Vertical, and Text on Path) will alter the appearance of tabs from the Properties box slightly.

The Text tab allows you to adjust a variety of properties related to the selected text. These include the text box, which is where you enter

the text that you want to embroider. This text box is multi-line, so you can type in a whole phrase, poem, etc.



Normal text is the only text mode that allows you to enter multi-line text.



Line Spacing

The Line Spacing parameter is unique to the Normal Text mode. This allows you to set the distance between lines of text based on a percentage of the text height. The default is 25%, but, of course, you can adjust that up or down to improve your results or to squeeze more text into your hoop.

Alignment

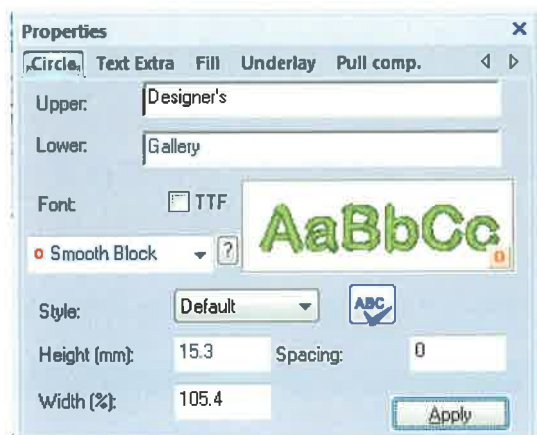
The Align property is found only in the Normal Text mode. The alignment is used for multi-line text segments. The choices are Left, Center and Right. For example, Left alignment means that every line will start at the same left position.

Path Align

This is a setting that applies to Text on Path segments only. With the Path Align setting, you can determine how the letters will be oriented relative to the base line - Above, Center, Below and Reflect. Click Apply to apply the change.

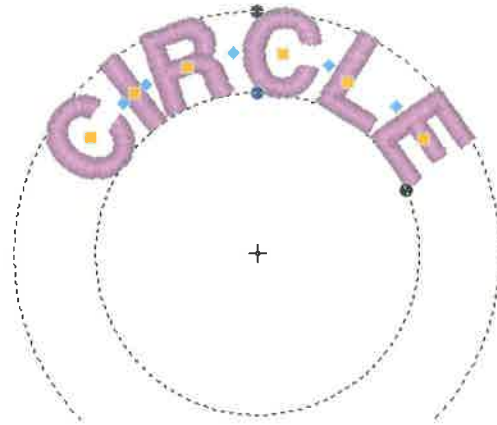
Circle Text Properties

Circle Text properties are adjustments specific to circle text that can be made from the Properties box. Each style of text (Normal, Circle, Monogram, Vertical, and Text on Path) will alter the appearance of the Properties box slightly.

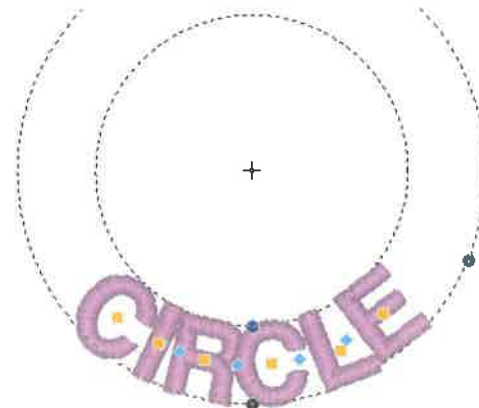


The Circle tab allows you to set a variety of options regarding your text. The most important field is the text box, in which you can type in the text that you want to embroider.

The direction that the letters run depends on whether they are typed in the Upper or Lower text boxes in the properties box. When you first create a Circle text segment, the lettering is placed in the Upper text box by default; it is placed so that it runs along the top of the circle, reading clockwise, like so:



If you want to have the text appear on the bottom of the circle, type it in the Lower text box; it will then appear on the bottom of the circle, reading counter-clockwise, thus:



An advantage of the Circle Text tool is that you can also enter text in both the upper and lower text boxes, to provide a 'framing' effect.

When done adjusting, click 'Apply'. On some adjustments, such as the spacing, you can hit 'Enter' on your keyboard, and the program applies the changes.

Monogram Properties

Settings that are specific to monograms can be made from the Properties box.



The Monogram tab allows you to set a wide variety of options and decorations for your text. The most important item is the Letters box, which is where you can type in the text that you want to monogram. Next to the Letters box, is a bitmap showing a sample of the font.

The Diamond and Round monogram fonts can be used to create one-, two-, or three-letter monograms.



Other fonts only allow three-letter Monograms to be generated. If you enter one or two letters into the text box in these fonts, the Monogram tool will change the letters in the text box to 'ABC'.

Note that the *maximum* number of letters in a Monogram is three.

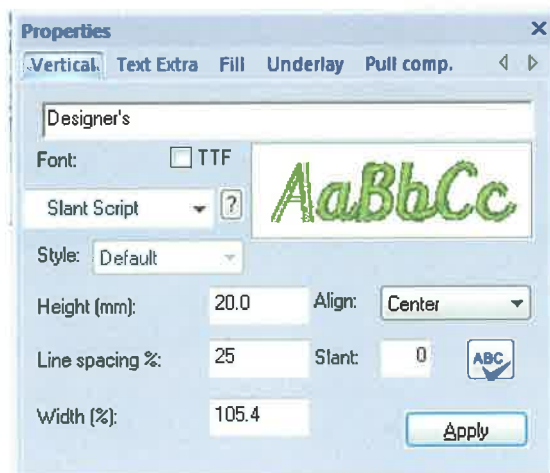
When all required adjustments have been made, click the 'Apply' button. On some adjustments, such as the spacing, you can just hit 'Enter' on your keyboard, and the program applies the changes.

Decor options available

The Decor for the monograms is font-specific: only the Diamond Monogram and Round Monogram fonts contain decorations. Simply click the down-arrow on the Decor drop-down box and scroll through the samples of decorations. When you find the one you want, simply click on it.

Vertical Text Properties

Vertical Text properties are adjustments specific to Vertical Text that can be made from the Properties box. Note that the settings contained in the Properties box will be slightly different, depending on with type of text (Normal, Circle, Monogram, Vertical, and Text on Path) is currently selected.



The Vertical tab allows you to set a variety of options regarding your text. The most important item is the text box, which is where you can type in the text that you want to embroider. Below the text box, is a bitmap showing a sample of the font.

When done, click the **Apply** button. On some adjustments, such as the spacing, you can just hit 'Enter' on your keyboard, and the program applies the changes.

Text to Stairs Properties

The properties of the selected Text to Stairs segment can be adjusted by way of the Stairs tab on the Properties box.



Along the top of this tab is a field for entering the desired text string. Also, you will find fields for adjusting the text's Height, Width percentage, Spacing, and Slant. For details on these properties, refer to the appropriate sections under "Editing Text in the Properties Box."

There is one field on this tab that is unique to Text Stairs: Line Angle. This property determines the angle that the lettering follows (the slope of the virtual "staircase"). This value is 45° by default, but it can be adjusted to any angle. An angle of 0° will be straight along the baseline (horizontal), and a negative angle will go up.



Two examples of Line Angle settings. In the left segment, set to 25°; on the right, set to -25°.

Text Extra Settings

The following settings that are found under Text extra on the Properties Panel. All of these, with the exception of Drop Caps, are common to all types of Text.



Sew Sequence

This setting determines the position in the text segment at which the sewing will begin. Choose either Left, Right or Center.

Trim Type

Use the Trim type field to control how trims are applied to lettering segments. You can choose from the following options:

- Always: Inserts a trim between all letters in the segment.

- **Never:** No trims are placed between letters in the segment.
- **Auto:** A trim is placed between the letters, if the distance between them exceeds a certain set value (in this case, the threshold for inserting a trim is 3mm).

Lock Stitches

You can choose to add lock stitches to the lettering using the Lock Type field in the Text Extra tab of the properties panel. The options are Always, Never, and Around trim. Click the **Apply** to save your changes.

Drop Caps

The Drop Caps setting can be applied to change the size and vertical alignment of the first letter of the selected text segment. Note that Drop Caps is only applicable to text created with the 'normal' Text tool.

Notice that if you apply Drop Caps to multi-line normal Text segments, the first letter of each line in the segment will be a Drop Cap, which may not be the desired result.



To create a multi-line segment which has a Drop Cap in the first line only, do this: divide it up into two different Text segments – one for the first line of the text (which you apply Drop Caps to), and another for the second and subsequent lines of text (which does not have Drop Caps applied to it).



There are two settings that you can set with Drop Caps. One is the Alignment setting, which determines the position relative to the baseline

followed by the text segment. Choose either baseline, top, or center.



The other property for Drop Caps is the Size property. This determines how much larger or smaller the drop cap letter will be, compared to the base lettering. This setting is expressed as a percentage, with 100% being equal in size to the main lettering.



Note that not all fonts support Drop Caps; if the selected font is not one of those that do, the Drop Caps field will be grayed out.

Fill Settings

If the text Style is set to "Default" or "Default with Run" there will be certain properties, specific to fills, which can be adjusted in the Properties box. First, you will be able to select the type of fill pattern that is applied to the lettering (Standard or Fancy); then, you will be able to choose which pattern to apply from the drop-down list.

You can also set the stitch length and the density of the fill stitches on the Fill tab.

Fill type and pattern

You have the option to change the pattern of the fill in your lettering. You can choose between a list of Standard Fills or Fancy fills. Additionally, you can modify the properties of your fill under the Fill tab.



Note that not all fonts have the ability to change fill patterns.

Stitch Length

When you create a Text segment, there is a default stitch length assigned to the font's fill. You can change this length for the given segment by checking the Stitch length box on the Fill tab of the Properties box, and typing in a new value for the length in the Stitch Length box.

Density setting

Fill density is the distance between individual lines of embroidery. Density in embroidery is measured in 'Stitch Points' where each point is equal to 0.1 millimeter.

How does changing this setting affect your design? If you have a very loosely woven fabric, you may want to use a slightly larger number. Do this because the fabric may not be able to hold a large set of stitches in a small area.



It is important to always stitch a test before committing to a design.

For larger text items, particularly when you exceed the maximum recommended height of a font, you will probably want to use Fill stitches. Fill stitches are the type you would normally find filling an area in a typical embroidery design. With Fill Stitches, each line across is made up of two or more individual stitches.

If you are unsure what setting to use, try the standard setting, 0.4, which works well for many fonts, as long as you haven't exceeded the fonts size recommendations.

The image next to the Density setting on the Fill tab will change as you adjust the setting. These are not precise images given in the Fill tab; they are intended to illustrate how the density changes according to the value that you set.

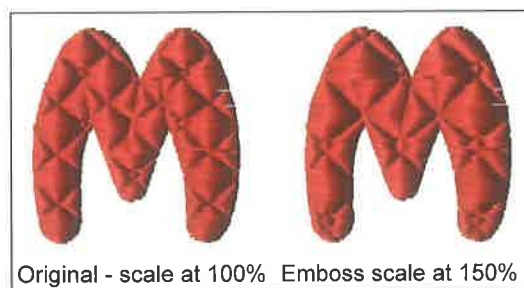


A general rule is to use full-fabric coverage, but add extra stabilizer if you want to support a high-density fill on a low-density fabric.

Changing Fancy Pattern settings

In the Properties panel, you can change a Fancy pattern by adjusting settings in the Properties box. The settings allow you to change a fill pattern's characteristics such as the size of the fill pattern.

The following figure shows an example of the effect of the Emboss Scale Fancy Fill settings.



The Emboss scale setting is limited to values between 50% and 200%.

To change the characteristics of a Fancy pattern:

- 1 Select the Fancy Fill text segment.
- 2 In the Properties box, click the Fill tab.
- 3 In the Fancy Scale box, enter a percentage value to adjust the scaling.
- 4 Click Apply.

You see your segment altered accordingly.

Choosing a Fancy pattern

When you install FontWorks, a number of Fancy patterns are installed on your computer. You can select a Fancy pattern in the Properties box. Fancy patterns create a grooved or chiseled effect for the designs that you create.

To choose a Fancy Fill pattern:

- 1 Select the Fancy Fill segment.
- 2 In the Properties box, click the Fill tab.

- 3 From the Pattern list, select a pattern.
- 4 Click Apply.
Your fancy fill segment is altered accordingly.

Pull Compensation Settings

You can adjust the pull-compensation in your design. You use the settings from the Pull Comp Properties box to adjust the pull-compensation. Choose from None, Percentage, and Absolute.

To adjust the pull-compensation:

- 1 Select the segment.
- 2 In the Properties box, click the Pull Comp tab.
- 3 From the Type list, select one of the following options:
 - ♦ **None.** Makes no adjustments to pull-compensation.
 - ♦ **Percentage.** Enter the percentage in the value % box and, if necessary, enter the maximum value of pull-compensation in the Maximum range box.
- 4 Adjust any of the other settings. Refer to the related procedures for more information.
- 5 Click Apply.
You see the segment altered accordingly.



You can also adjust the value % number using the value % slider.

- ♦ **Absolute.** Enter the amount of absolute pull-compensation in the Absolute value box.


Text Styles Option

For those fonts that support it, there is the option to change the style of the embroidery that is used to draw your lettering. Text Styles is an option which you can use to expand the creative possibilities of embroidery lettering.



Note that the Style property does not apply to TTF Text segments.

The Default style that will be applied to any segment created with any of the text tools is the fill stitch, by itself (Standard or Fancy fills).

However, for certain fonts (which are marked with a special icon in the list, like this:  Fabian) you can also choose from among the following other styles to apply to your lettering: Run, Satin, Applique, Spiral, Trapunto, or Default with Run.



Note that not all of these Styles will be available for every font.

Note, too, that the each of the styles has its own, unique Properties tab. The following sections give a description of each Style, and the settings that pertain to it.

Run Style Text

When you apply the Run style to the text segment, it converts the outline of the lettering to a run stitch.

There are four different possible Run types; single, double, bean, and motif.

- A **Single Run** stitch is a simple forward-moving stitch that looks like any straight stitch produced by a sewing machine.
- A **Double Run** stitch sews over the line twice: once forward, and once backward, thus it ends up where it starts.

- The **Bean** stitch is also known as a Three Ply stitch and is a running stitch where the machine sews over each stitch three times (forward, back, forward again) before it moves to the next stitch. The result is a heavy running stitch.
- The **Motif Run** is a decorative, programmed stitch. When you select a Motif run, the list of Motif patterns at the bottom of the Run area in the Properties becomes active. Scroll down the list to select the Motif you want.



Satin Style Text

The Satin Style uses a satin stitch to follow the outer contour of each letter. The properties specific to Satin are width and density.




The Default lettering properties (fill, underlay, and pull-compensation) also apply to Satin. For more information about these properties, see "Changing Lettering Properties".

Applique Style Text

If you need to create large letters for a design, Applique Style text is one way to reduce the number of stitches required. With Applique lettering, you use cut pieces of fabric in place of large fill stitch areas.



There are three different embroidery segments for each letter in applique style text:

- **Positioning stitches.** These sew onto the garment first, and serve as a guide for placing the applique fabric.
- **Tack-down stitches.** Once you have placed the applique fabric, the tack-down stitches hold it in place.
- **The Applique border.** Border stitches run all the way around the outline of each letter to securely attach the Applique fabric to the garment.

Applique Border Settings

There are three different kinds of Applique border stitches: Satin, Motif, and Blanket. For more information about the settings for each of these types, see the procedures for each type, below.

Applique settings – Satin


After you select the Applique stitch type, you can adjust any of the default settings available.

To adjust satin stitch settings:

- 1 Select the Applique text segment.
- 2 In the Properties field, select the Applique tab.
- 3 In the Applique type field, select Satin.
- 4 In the Stitch length field, enter the stitch length of the positioning and tack down runs.
- 5 In the Applique width field, enter the width of the satin stitching.
- 6 In the Applique density field, enter the density of the Satin stitching.
- 7 In the Applique inset field, set the percentage that the satin stitch border will be inset relative to the original outline. This setting determines by how much the satin stitches overlap the Applique fabric.



For Applique with a satin border, the default setting is 50%; effectively, this means that the satin stitches will be half on the Applique fabric, and half on the underlaying fabric.

- 8 (Optional) Click the Applique fabric field to show a preview image of a fabric inside the Applique.
Select from a the list of installed fabrics, or click the  button to browse for a different image to display.
- 9 Click Apply.
You see the segment altered accordingly.

Applique settings – Blanket

After you select the Applique stitch type, you can adjust any of the default settings available.

Blanket stitch borders have one unique property. You can vary the length of every second inset stitch in the border, so that it is shorter than the adjacent stitches (like the middle stroke in an “E”). This is set as a percentage of the original stitch length.

To adjust blanket settings:

- 1 Select the Applique text segment.
- 2 On the Properties panel, select the Applique tab.
- 3 From the Applique type list, select Blanket.
You can adjust any of the default settings that are available for the Blanket stitching.




You must make all changes to Blanket stitching in the Applique box.

- 4 In the Stitch Length box, enter the stitch length of the positioning and tack down runs.
- 5 In the Applique width box, enter the width of the Blanket stitching.
- 6 In the Blanket density box, enter the spacing for the Blanket stitching.

- 7 In the Applique E Center box, set the percentage that the “middle” stitches will vary from the regular blanket stitch length.



The E Center value can vary between 0 - 100%.

- 8 (Optional) Click the Applique fabric field to show a preview image of a fabric inside the Applique.
Select from a the list of installed fabrics, or click the  button to browse for a different image to display.
- 9 Click Apply.
You see the segment altered accordingly.

Applique settings – Motif

If you select a Motif stitch for the Applique border, you can adjust any of the default settings available.

To adjust motif settings:

- 1 Select the Applique segment.
- 2 In the Properties panel, select the Applique tab.
- 3 From the Applique type list, select Motif.
You can adjust any of the default settings that are available for the Motif stitching.
- 4 In the Stitch Length box, enter the stitch length of the positioning and tack down runs.
- 5 From the Motif list, select a Motif pattern that will be used as the Applique stitching.
- 6 In the Motif stitch length box, enter the motif stitch length. The motif stitch length affects the size of the motif and represents the length (width) of each motif pattern.
- 7 In the Applique inset box, set the percentage that the motif stitch border will be inset relative to the outline of the original Applique segment. This setting determines by how much the motif stitches overlap the Applique fabric.



For Applique with a motif border, the default inset setting is %50; effectively, this means that the motif stitches will be half on the Applique fabric, and half on the underlying fabric.

- 8 (Optional) Click in the Applique fabric field to show a preview image of a fabric inside the Applique.
Select from a the list of installed fabrics, or click the  button to browse for a different image to display.
- 9 Click Apply.

Changing colors in Applique Text

In order to stop the machine so that you can place the fabric pieces to be sewn on to the garment, the Applique Style lettering segment inserts a color change between each positioning, tack-down, and border segment. This means that, when first generated, the lettering segment will display many colors.

You can change the colors of lettering in a Applique segment by selecting a color from the list on the Color Palette.

To change the color of letters in an Applique Text segment:

- 1 Select the Applique Text segment.



- 2 In the color palette, find the color you wish to apply to the first of the letter of segment, and click on it.

You see the a menu of colors.



- 3 To set the color of the first letter, in the Options menu, click on Color 3. (In the first letter of an Applique-style text segment, Color 1 refers to the positioning stitches, and Color 2 to the tack-down stitches; Color 3 is the thread color of the visible border stitches).

The first letter changes to the chosen color.



- 4 Choose the color you wish to apply to the next letter and click on it.



- 5 From the menu, click on Color 5. (For the second letter of the applique segment, the positioning stitches will be sewn using thread color 3, and the tack-down stitches color 4).
The second letter will change to the chosen color.



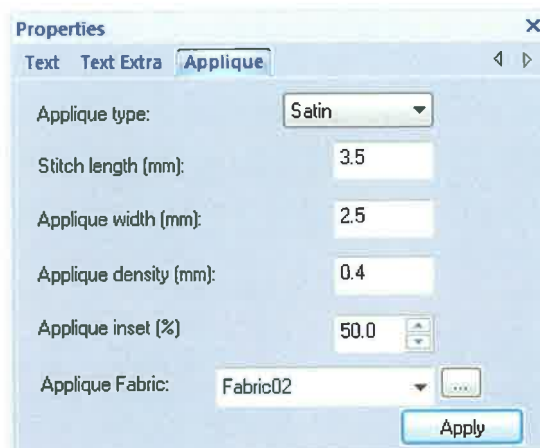
- 6 Repeat steps #4 and #5 for each letter in the segment, changing every other color in the applique segment, until you have changed all the colors required.

Adding a fabric background to Applique text

You can now specify a fabric background to display within the border. You can select either from a list of fabric images provided with FontWorks, or import your own image file to use as a background.

To display a fabric background in an Applique segment:

- 1 Select the Applique segment.
- 2 Open the properties box and select the Applique tab.



- 3 Click the down arrow next to the Applique Fabric list to see the available fabrics, and choose one from the list.
- 4 Click Apply.
The selected fabric image appears within the Applique border.



The fabric image you apply in the Properties box will also be visible in the print-out of the design.

To import an image for an Applique background:

- 1 Select the Applique segment.
- 2 Open the properties box and select the Applique tab.
- 3 Click the browse  button next to the Applique Fabric list.

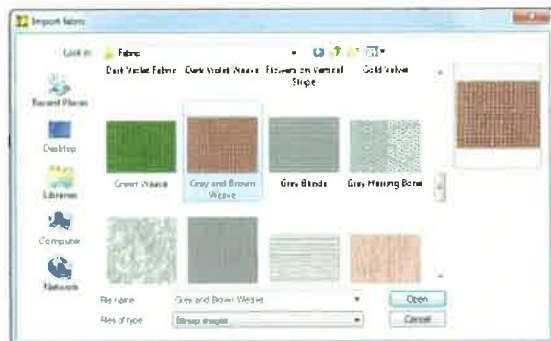
The Import Fabric dialog will open..



The Applique fabric images are located in the folder C: Program Files/Baby Lock/FontWorks/Fabric/Aplique.



You can also scan your own fabrics as images for use in your design projects. For best results, scan them with a resolution of 300 dpi.



- 4 Browse to the location of the image you wish to use as a fabric.
- 5 Select this image and click Open.
The image appears within the Applique border, and it is added to your Applique Fabric list.



The fabric image you import will also be visible in the print-out of the design.

Trapunto Style Text

The Trapunto style is much like the Run style, in that the letters are made up of a series of a series of run stitches. In this style, however, there are also three outlines stitch segments added, as shown below.



The offsets for this text style are preset in the software, and depend on the size of the lettering.

The stitch length of the Trapunto stitches, however, *can* be adjusted; in the Properties Panel, select the Trapunto tab, and then type the new value in the Stitch Length field. Click Apply.

Spiral Style Text

The Spiral text style creates spiral run stitches that follow the outline of the letters in the text.



When you create a Spiral Style text, the Spiral Text tab will open in the Properties tab. On this tab, you will be able to adjust the stitch length of the spiral stitches, and the density of the spirals. Note that, for spiral stitches, a lower density value corresponds to a higher number of spirals in the pattern.

Click Apply to save the changes.

Default with Run Text Style

The Default with Run style is comprised of two different stitch types applied to the same text segment – a default (fill) stitch, and a run stitch which traces the outline of the segment. Both parts will be sewn with the same color of thread.



When you select a **Default with Run** - style text segment, you will see that both the Run and the Fill tabs will appear on the Properties panel. By selecting these tabs, you can adjust the properties for the Run and Fill parts of the segments.

For details, see “Run Style Text” and “Fill Properties.”

Underlay Properties

Selecting the Underlay type

You can select Underlay types for various types of stitches. Choose from Contour, Parallel, Perpendicular, or Zig-Zag.



You can combine Underlay types to get maximum coverage.

To select an Underlay type:

- 1 Select the segment.
- 2 In the Properties box, click the Underlay tab.
- 3 Select one or more of the following Underlay types you want to use: Contour, Parallel, Perpendicular, or Zig-Zag.



When you select Underlay types, you will be able to see what your Underlay type will look like in the Preview area. Note that not *all* types of Underlay can be applied to every font.

- 4 Adjust any of the other settings.
- 5 Click Apply.

Specifying the Underlay Density

You can specify the density for Underlay stitches.

To set the Underlay density:

- 1 Select the segment.

- 2 In the Properties box, click the Underlay tab.
- 3 Select one or more of the following Underlay types you want to use: Contour, Parallel, Perpendicular, or Zig-Zag.



When you select Underlay types, you will be able to see what your Underlay type will look like in the Preview area. Note that not *all* types of Underlay can be applied to every font.

- 4 In the Density box, enter a density value.
- 5 Adjust any of the other settings. Refer to the related procedures for more information.
- 6 Click Apply.

Specifying the Underlay stitch length

You can specify the stitch length for your Underlay stitches. You can increase or decrease the length according to your Underlay needs.

To specify the Underlay stitch length:

- 1 Select the segment.
- 2 In the Properties box, click the Underlay tab.
- 3 Select one or more of the following Underlay types you want to use: Contour, Parallel, Perpendicular, or Zig-Zag.



When you select Underlay types, you will be able to see what your Underlay type will look like in the Preview area. Note that not *all* types of Underlay can be applied to every font.

- 4 In the Stitch Length box, enter the stitch length that you want for your Underlay stitches.
- 5 Adjust any of the other settings. Refer to the related procedures for more information.
- 6 Click Apply.

Changing the inset distance

You can change the inset distance. FontWorks calculates the inset distance (the distance the Underlay stitches are placed from the edge of the top stitching.) Inset distance changes the amount of Underlay coverage. The smaller the inset distance, the more coverage you have.

To change the inset distance:

- 1 Select the segment.
- 2 In the Properties box, click the Underlay tab.
- 3 Select one or more of the following Underlay types you want to use: Contour, Parallel, Perpendicular, or Zig-Zag.



When you select Underlay types, you will be able to see what your Underlay type will look like in the Preview area. Note that not *all* types of Underlay can be applied to every font.

- 4 In the Inset box, enter the amount of distance you want.
Enter a zero value if you want to place the Underlay directly on the edge of the segment.
- 5 Click Apply.

CHAPTER 6


Design Editing

You can Resize, Rotate, Flip or Distort segments in a few easy steps. Using the properties panel you can rotate selected objects, and change their thread colors using the color palette.

In this chapter:


- How to edit, copy and move segments.
- Adding embroidery embellishments from the Designs tab.
- Sequencing outline segments to change the sewing order of designs.

Editing Segments

In the design window, you can edit a design's text segments, when they have been selected with Select  tool.


Typically, when you modify segments in a design, the program will not regenerate stitches for the entire design; it will only generate stitches for the segment being modified.

Selecting segments

The Select  tool allows you to select and modify individual or groups of segments (objects). You select outline segments by clicking on a single segment or by clicking and dragging to draw a box around parts of the design.

Once you select a segment, you can change its properties using associated edit menus and tabs as well as the bead attached to the segment's selection box.

To select segments with the Select tool:


- 1 Click the Select  tool.
- 2 To select one segment, do one of the following:
 - ♦ Click the segment you want to select.
 - ♦ Click and drag to select the segment you want.

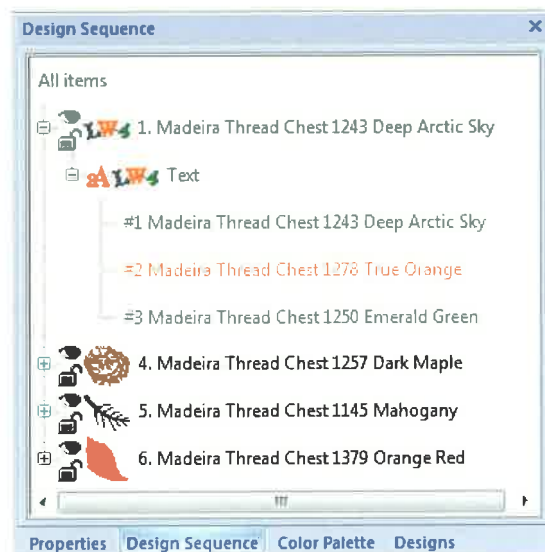
The active segment is enclosed in a selection box with handles.
- 3 To select multiple segments, do one of the following:
 - ♦ Click and drag across all the segments you want to select.
 - ♦ Click a segment. Press CTRL on your keyboard while you click each segment not already selected.

The active segments are enclosed in a selection box with handles.

- 4 To edit or change the properties of the segments, do the following:
 - ♦ Right-click and choose any of the options available in the edit menu.
 - ♦ In the Properties box, alter any property settings as required.

To select segments from the Design Sequence:

- 1 Click the Select  tool.
- 2 In the Design Sequence area, browse to find segments grouped by a given color.



- 3 To select one segment, click the segment from the list.

In the design workspace, the active segment is enclosed in a selection box with handles.
- 4 To select multiple segments within the Design Sequence area, do any of the following:
 - ♦ Click a segment. Press CTRL on your keyboard while you click each segment not already selected.
 - ♦ Click a segment at the start of your selection. Press Shift on your keyboard

while you click the segment at the end of your selection. To extend the range of selected segments, press Shift again or Shift+CTRL while you click any segment outside the range of segments already selected.

In the design workspace, the active segments are enclosed in a selection box with handles.

- 5 To edit or change the properties of the segments, do any of the following:
 - ♦ In the design workspace, right-click the segment(s) and choose any of the options available in the edit menu.
 - ♦ In the Design Sequence area, right-click the segment(s) and choose any of the options available from the menu.
 - ♦ In the Properties box, alter any property settings as required.

Naming individual segments

Once you have found a particular segment by clicking on it, you may want to give it a unique name so that you can pick it out of the Design Sequence area more easily.

To name segments:

- 1 In the Design Sequence area, select an individual segment.

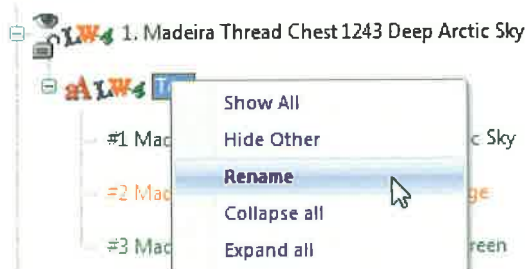


If the segment is part of a group, you will need to expand the branch (if it is not already open) to select the individual segment you want to rename.

To do this, click on the '+' in front of the group, then look for the segment in the expanded list.

- 2 Do one of the following:
 - ♦ Right-click the name of the segment and select Rename from the menu.

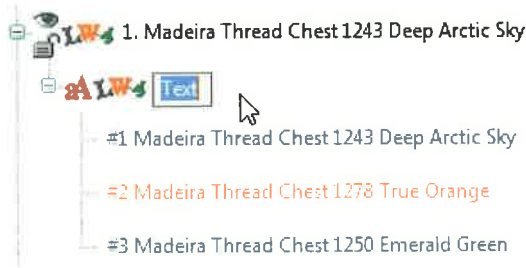
All items



- ♦ Click on the name of the segment. Then click the name again.

The segment name becomes editable.

All items




- 3 Enter the new name for the segment.
- 4 To finish, do one of the following:
 - ♦ Press Enter on your keyboard.
 - ♦ Click anywhere on the design workspace.

Copying segments

You can use a number of methods to copy segments in your designs.

To copy to the Clipboard:

- 1 Select one or more segments you want to copy.
- 2 To copy segments to the clipboard, do one of the following:
 - ♦ On the Home tab, click Copy  in the Clipboard menu.

- ♦ In the design workspace, right-click the segment(s) and choose Copy from the menu.
 - ♦ In the Design Sequence area, right-click the segment(s) from the list and choose Copy from the menu.
- 3** To paste segments from the clipboard, do one of the following:
- ♦ In the design workspace, right-click anywhere and choose Paste from the menu.
The selection is pasted in its original location.
 - ♦ In the Design Sequence area, right-click where you want to paste the segments and choose Paste from the menu.
The selection is pasted where you wanted.



You can also use Paste  or press Ctrl+V to paste segments.

To cut to the Clipboard:

- 1** Select one or more segments you want to cut.
- 2** To cut segments to the clipboard, do one of the following:
 - ♦ In the design workspace, right-click the segment(s) and choose Cut from the menu.
 - ♦ In the Design Sequence area, right-click the segment(s) from the list and choose Cut from the menu.

The segments are removed from their placement.

- 3** To paste segments from the clipboard, do one of the following:
 - ♦ In the design workspace, right-click anywhere and choose Paste from the menu.
The selection is pasted in its original location.
 - ♦ In the Design Sequence area, right-click where in the list you want to paste the

segments and choose Paste from the menu.


The selection is pasted where you wanted.





You can also click Paste  or press Ctrl+V on your keyboard to paste segments.

Deleting segments

Deleting a segment removes it from the design. The only way to retrieve a segment you delete is

to choose Undo  tool from the Quick Access tool bar (or press Ctrl+Z) immediately after you delete it.

To delete a segment:

- 1** On the Home tab, choose the Select  tool.
- 2** Select the segment.
- 3** There are three ways to delete a segment:
 - ♦ Press Delete on your keyboard.
 - ♦ On the Home tab, click the Delete  tool in the Clipboard area.
 - ♦ Right-click and select Delete from the shortcut menu.

Showing and hiding segments

You can show and hide segments and segments grouped by color using the Design Sequence area.

To hide unselected segments:

- 1 From the Design Sequence area, select the segment or segment group based on color from the list.
- 2 Right-click and choose Hide Other from the menu.
In the design workspace, you no longer see any of the unselected segments in the design.


To show all hidden segments:

- From the Design Sequence area, right-click any segment and choose Show All from the menu.
In the design workspace, you see all segments in the design.

Moving through a Design by Segments

Once you are in Outline Mode, FontWorks makes it easy to move through an Outline design.



To move through an outline design by increments:

- 1 On the Home tab, click the Select  tool.
- 2 In the Design Sequence area, select a segment from the list.
- 3 On your keyboard, press any of the following keyboard shortcuts:
 - Ctrl+Arrow Up = move backward by one segment.
 - Ctrl+Arrow Down = move forward by one segment.

Reflecting segments

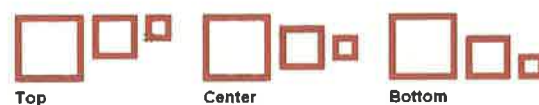
Reflecting a segment flips the object across an invisible axis.

To reflect segments:

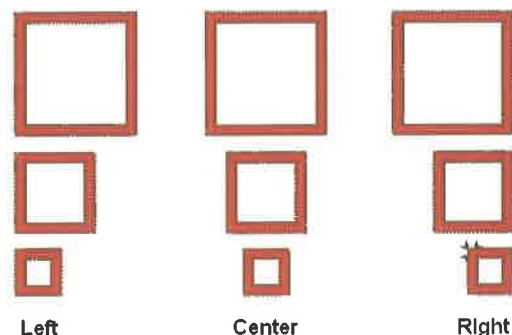
- 1 Select the segment(s) you want to reflect.
- 2 In the Modify area of the Tools tab, click one of the following:
 - Click the Flip Vertical  tool to flip selected objects vertically.
 - Click the Flip Horizontal  tool to flip selected objects horizontally.*The segment or segments are altered accordingly.*

Aligning segments horizontally and vertically

You can align lettering or segments horizontally or vertically. You can use this feature to precisely align lettering at the center of a design.










Vertical alignment



Horizontal alignment

To align segments:

- 1 Select the segments you want to align.
- 2 On the Home tab, click any of the following:

	Left: Moves all selected objects except the left-most item selected.
	Right: Moves all selected objects except the right-most item selected.
	Bottom: Moves all selected objects except the bottom-most item selected.
	Top: Moves all selected objects except the top-most item selected.
	Vertical Center: Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered top-to-bottom with each other, but they are not moved left or right.
	Horizontal Center: Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered left-to-right with each other, but they are not moved up or down.
	Center: Centers one or more selected objects proportionally in the design workspace.

**To resize segments manually using design handles:**

- 1 Select one or more segments.
The active segment(s) is enclosed in a selection box with handles.
- 2 Do one or more of the following to resize segment(s):
 - ♦ To resize segment(s) by width, click and drag the design handles located on the left and right side of the selection box.
 - ♦ To resize segment(s) by height, click and drag the design handles located on the top and bottom sides of the selection box.
 - ♦ To resize segment(s) proportionally, click and drag the design handles located at the top or bottom corners of the selection box.

To resize segments using the Transform tab:

- 1 Select one or more segments.
The active segment(s) is enclosed in a selection box with handles.
- 2 In the Properties box, click the Transform tab.
- 3 In the Width box, enter the width you want for the selected object(s).
- 4 In the Height box, enter the height you want for the selected object(s).
- 5 To maintain the proportions of an object while resizing it, select Maintain aspect ratio if not already selected.
- 6 Click Apply.

Resizing segments

Resizing a segment enlarges or reduces it horizontally or vertically, relative to the percentage you designate. You can manually resize segments or use the Transform tab settings available for finer control.

Only items created in FontWorks can be resized using the Transform tab; this includes segments created with any of the text tools, and designs that are imported from the Designs tab. Any other embroidery designs that are imported into the program (e.g. by way of the Merge Design feature) may not be resized in FontWorks.



Rotating segments

Rotating a segment turns it around a fixed point that you determine. Rotating a segment is useful if your design contains elements that are rotated to the same angle, such as a logo and lettering displayed on a 30° angle.



To rotate segments manually:

- 1 Select one or more segments you want to rotate.
The active segment(s) is enclosed in a selection box with handles.
- 2 Move your mouse over the blue rotation bead beside the top-right or the bottom-left design handle.
You see the cursor change to a circular arrow.
- 3 Click and drag the rotation bead to adjust the box to the angle you want.



You can see the degrees of your rotation angle on the status line in the bottom left corner.

To rotate segments using the Modify tools:

- 1 Select one or more segments you want to rotate.
The active segment(s) is enclosed in a selection box with handles.

- 2 On the Tools tab, select either of the following:



Rotate Left: Rotates one or more selected objects to the left by 90° increments.



Rotate Right: Rotates one or more selected objects to the right by 90° increments.

To rotate an object from the Transform tab:

- 1 Select one or more segments you want to rotate.
The active segment(s) is enclosed in a selection box with handles.
- 2 In the Properties box, click the Transform tab.
- 3 In the Rotate box, enter the number of degrees you want to rotate your design.
- 4 Click Apply.

Distorting segments

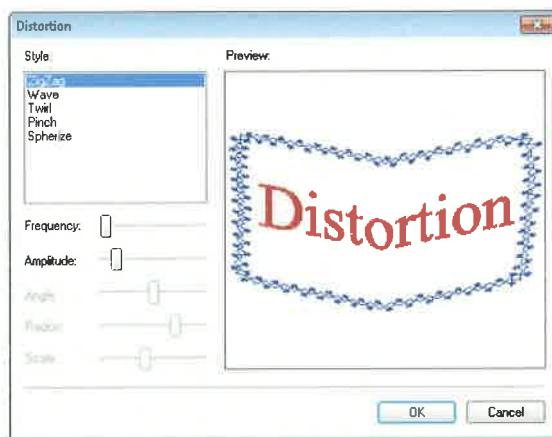
Distortion, also called morphing, takes a set of stitches and moves them all around in a pattern: It distorts the design. Distortion works with working files (*.BLF) and stitch files.

In FontWorks, you can choose from several distortion effects for your designs. Each effect has available adjustments: these are Frequency, Amplitude, Angle, Radius and Scale. As you manipulate the controls for these effects, the result is displayed in a preview inside the Distortion dialog.



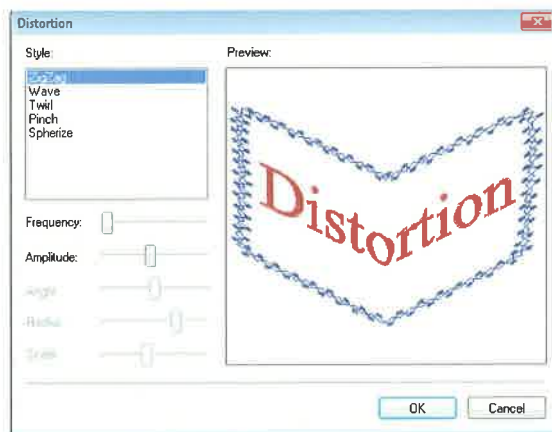
Distortion Controls: Frequency

The Wave and ZigZag distortions add a series of 'ripples' to the selected objects. The number of the ripples is controlled by the Frequency setting. Here is an example of a single ripple (lowest frequency setting). It looks like the design is going around a corner:



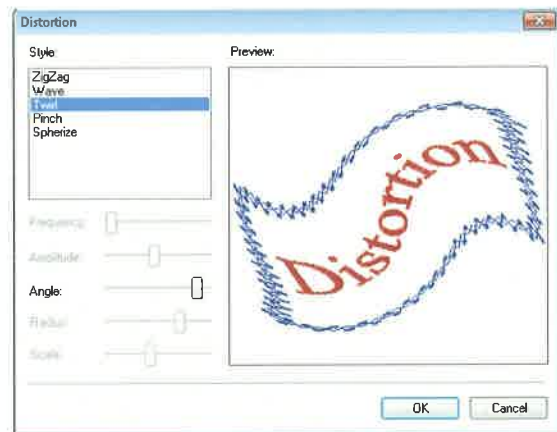
Distortion Controls: Amplitude

Going back to the 'ripples' concept, the amplitude is the height of the ripples. Here is the same example, but with an increased amplitude:



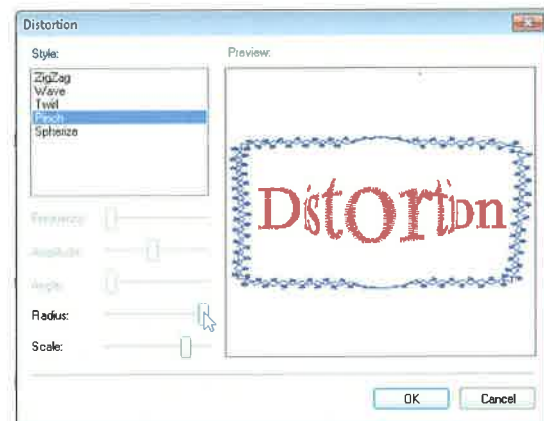
Distortion Controls: Angle

The Twirl effect uses an angle setting to determine how much 'twist' the design will be given.



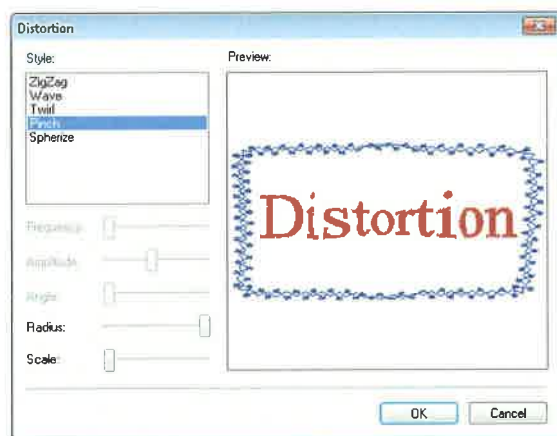
Distortion Controls: Radius

The Pinch effect takes the middle of the design and stretches it so that it looks like a ball. The radius of this ball is controlled by the radius setting. Here is a pinch with a large radius:



Distortion Controls: Scale

The scale is also used by the Pinch effect. It controls how much to expand the 'ball'. The previous picture shows a high scale. The picture below is an example of a low scale:



To distort segments:

- 1 On the Quick Access toolbar, select Open Design to open an existing design.
You see your existing design file.
- 2 Select one or more segments you want to distort.
- 3 From the Tools tab, click the Distortion tool.
You see the Distortion dialog appear with selected segments displayed in the preview window.
- 4 In the Style area, select the distortion style you want.
You can see each style applied to your segments in the preview window.
- 5 Adjust any of the distortion controls accordingly.
- 6 Click OK.
You see selected segments altered accordingly.

Moving segments

In FontWorks, there are a number of different methods to move segments in your designs.

Moving segments manually

You can move segments around your design by dragging them to another location.



You can show and hide grid lines by clicking the Grid tool.

To move a segment or a copy of a segment manually:

- 1 Click the Select tool.
- 2 Select the segment.
- 3 Click and drag the segment to its new location.

As you drag, the status line displays the horizontal (dx) and vertical (dy) distance.

Nudging segments

Nudging moves the selected object (can be either lettering or design segments) a small amount in the vertical or horizontal direction. Nudging is similar to dragging the segment but the distance that the segment moves is smaller.

To nudge an object:

- 1 Click on the Select tool.
- 2 Select the object, and do one of the following:
 - ♦ To nudge up, press Ctrl + .
 - ♦ To nudge down, press Ctrl + .
 - ♦ To nudge left, press Ctrl + .
 - ♦ To nudge right, press Ctrl + .

Designs Tab

The Designs tab is located to the right of the workspace, tabbed along with the Properties, Design Sequence and Color Palette tabs.

On this tab, you will see pre-digitized embroidery designs, which you can use to embellish the lettering you create in FontWorks.

Notice that you are able to resize and rotate these designs, once they have been imported into the workspace.

For more information, see "Moving Segments," "Rotating Segments," and "Resizing Segments".

To place designs using the Designs tab:

- 1 Create a new *.BLF design, or open an existing design.
- 2 From the tabs to the right of the FontWorks workspace, select the Designs tab.
You see a list of available designs, showing a thumbnail image of each one.



Note that the name of the design, its dimensions (width × height), the number of stitches it contains, and the number of thread colors it has, will all be listed underneath the thumbnail.


- 3 Click on the required design to select it, and then click in the workspace to place it.



When placing the design, you can click and drag the mouse pointer to determine the design's size and orientation.


You will see the design in the workspace; you will now be able to move, resize and/or rotate it to suit the rest of your design.

Merging Design Files

You can merge design files into an active design window. Use the Merge  tool to import a design, or number of designs, into your currently open file. You can merge design files using a variety of file formats such as the Baby Lock (*.BLF) file, etc.

When you merge a Baby Lock file (*.BLF) into the unified design window, your single design file contains both outlines and stitches. When you merge other files into the unified design window, your design files open as stitch segments.

To merge designs:

- 1 Open an existing design, or create a new design.
- 2 On the Quick Access toolbar, click the Merge  tool.
You see the Merge Stitch File dialog.
- 3 In the Look in list, browse to the location of the file you want to merge.
- 4 In the Files of type list, select a design file type for the design you want to merge.
- 5 In the File Name box, select the design file that you want to merge onto the current open design workspace.

- 6 To view a preview of the selected design, select Preview, if not already selected.
You see a preview image of the selected design appear on the right-hand side of the dialog.
- 7 Click Open.
The merged design file will appear in the design workspace.

Sequencing Outline Segments

You can alter the sequence of outline segments in your designs. You can select individual segments, and also segments grouped by color, and move them backwards and forwards in the sequence, or to the beginning or the end of the sequence.

Moving a segment forward or backward

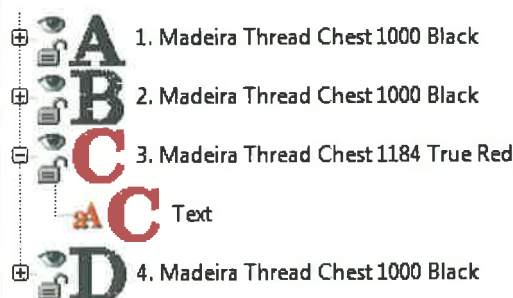
Use the Move Up commands to move the selected segment closer to the beginning of the design. You can also use the Move Down commands to move the selected segment closer to the end of the design.

See the table below for an example of how to apply the Move up/Move down commands.

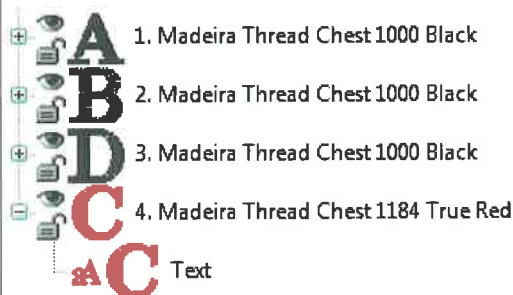


Above, a simple design made up of four separate letters (each an independent segment). The image directly below shows it in the original sequence.

All items



All items



In this case, the Move down command was used to change the sewing order. Now, instead of sewing in the order A - B - C - D, which would require two color changes (from red to graphite and back again) the letters sew in the order A - B - D - C, and only one color change is required.

To move a segment forward:

- 1 In the Select the segment(s).
- 2 Do one of the following:

- ♦ In the design workspace, right-click the segment(s) and choose Move—Up.
- ♦ In the Design Sequence area, right-click the segment(s) in the list and choose Move—Up.

The selected segment moves one place earlier in the sequence.

To move a segment backward:

- 1 Select the segment(s).
- 2 Do one of the following:
 - ♦ In the design workspace, right-click the segment(s) and choose Move—Down.
 - ♦ In the Design Sequence area, right-click the segment(s) in the list and choose Move—Down.

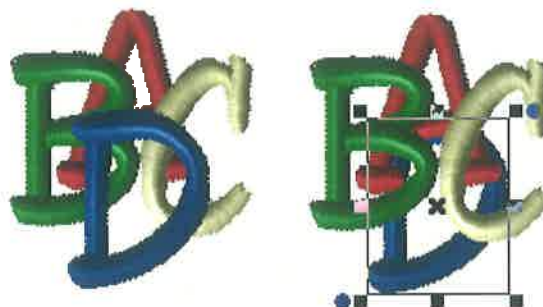
The selected segment is moved one place later in the sequence.

Moving a segment to the start or end of a design

Use the Move First command to make the selected segment the first one to be stitched. When a design is sewn, the first segment sewn is usually "on the bottom" or in the "back" of the design. Use the Move Last command to make the selected segment the last one to be stitched. When a design is sewn, the last segment sewn is usually "on top" or in the "front" of the design.

To move a segment to the start of a design:

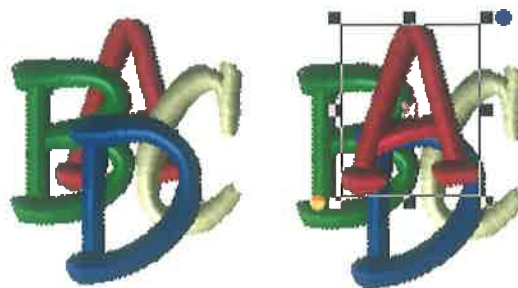
- 1 Select the segment(s) you want to move to the start of your design.
- 2 Do one of the following:
 - ♦ In the design workspace, right-click the segment(s) and choose Move—First.
 - ♦ In the Design Sequence area, right-click the segment(s) in the list and choose Move—First.



Left, the original design; right, after a Move—First command has been applied the blue "D."

To move a segment to the end of a design:

- 1 Select the segment(s) you want to move to the end of your design.
- 2 Do one of the following:
 - ♦ In the design workspace, right-click the segment(s) and choose Move—Last.
 - ♦ In the Design Sequence area, right-click the segment(s) in the list and choose Move—Last.



Left, the original design; right, after a Move—Last command has been applied the red "A."

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